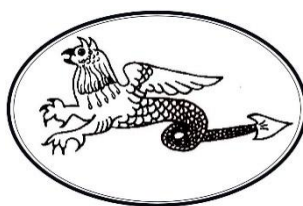


Wherwell Primary School

Supporting Children with Medical Needs Policy



“Let’s love to learn and thrive together.”

Date Approved	Approved by	Review date
February 2025	FGB	February 2026
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Introduction

Section 100 of The Children and Families Act 2014 places a duty on the Governing Body of all schools to make arrangements for supporting children at their premises with medical conditions. The Department of Education has produced statutory guidance 'Supporting Pupils with Medical Conditions' and we will have regard to this guidance when meeting this requirement.

We will endeavour to ensure that children with medical conditions are properly supported so that they have full access to education, including school trips and physical education. The aim is to ensure that all children with medical conditions, in terms of both their physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

It is our policy to ensure that all medical information will be treated confidentially by the Headteacher and staff. All administration of medicines is arranged and managed in accordance with the Supporting Pupils with Medical Needs Policy. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Where children have a disability, the requirement of the Equality Act 2010 will apply.

Where children have an identified special need, the SEN Code of Practice will also apply.

We recognise that medical conditions may impact on social and emotional development as well as having educational implications.

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 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.

Key Roles & Responsibilities

Supporting a child with a medical condition during school hours or during a residential visit is not the sole responsibility of one person. The school will work collaboratively with any relevant person or agency to provide effective support for the child.

The Governing Body:

- Must make arrangements to support pupils with medical conditions and ensure this policy is developed, reviewed and implemented
- Must ensure sufficient staff receive suitable training and are competent to support children with medical conditions
- Must ensure the appropriate level of insurance is in place and appropriately reflects the level of risk.

The Head Teacher (Responsible Manager):

- Should ensure all staff are aware of this policy and understand their role in its implementation

- Should ensure all staff who need to know are informed of a child's condition
- Should ensure sufficient numbers of staff are trained to implement the policy and deliver IHCPs, including in emergency and contingency situations, and they are appropriately insured
- Is responsible for the development of Individual Healthcare Plans (IHCP)
- Should contact the school nursing service in the case of any child with a medical condition who has not already been brought to the attention of the school nurse
- Gather information on children with medical conditions at point of transfer into or out of school
- Actively interact with the school nurse and other healthcare professionals to seek appropriately qualified support and knowledge in order to help them and staff fulfil their duties to the best of their ability

School Staff:

- Any staff member may be asked to provide support to pupils with medical conditions although staff cannot be required to do so.
- Should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical needs
- Any staff member should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help
- Ensure that if they become aware of a child's medical condition, they pass on information to the Responsible Manager in a timely fashion ie. within the school day if possible, if not, no later than 48hrs after becoming aware of it

Pupils:

- Should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHCP

Parents:

- Must provide the school with sufficient and up-to-date information about their child's medical needs
- Are the key partners and should be involved in the development and review of their child's IHCP
- Should carry out any action they have agreed to as part of the IHCP implementation or review.

School Nurses and other Healthcare Professionals:

- 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.
- Healthcare professionals, such as GPs and paediatricians, will liaise with the school nursing team and notify them of any pupils identified as having a medical condition.

Identifying Children with Medical Needs

We will aim to identify children with medical needs on entry to the school by working in partnership with parents/ carers and following the process outlined in the document 'Process for identifying children with a health condition' produced by the Southern Health School Nursing Team in conjunction with the Children's Services Health and Safety Team (see Appendix A). We will use the 'Health Questionnaire for Schools' (Appendix B) to obtain the information required for each child's medical needs to ensure that we have appropriate arrangements in place prior to the child commencing at the school to support them accordingly.

Where a formal diagnosis is awaited or is unclear, we will plan to implement arrangements to support the child, based on the current evidence available for their condition. We will ensure that every effort is made to involve some formal medical evidence and consultation with the parents.

Details of all children with health needs will be made known to all staff as follows:

- Confidential medical information being supplied to each class teacher at the beginning of each school year and updated promptly should circumstances change;
- Medical information for every class being made available to all staff, by means of a confidential file, available in the staff room, prepared at the beginning of the academic year and updated promptly throughout the year.

Individual Healthcare Plans

We recognise that Individual Healthcare Plans are recommended in particular where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long term and complex; however, not all children will require one. The school, healthcare professional and parent will agree based on evidence when a healthcare plan would be inappropriate or disproportionate.

Where children require an Individual Healthcare Plan it will be the responsibility of the SENCO to work with parents and relevant healthcare professionals to write the plan.

The Individual Healthcare Plan will set out:

- What needs to be done
- When
- By whom.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed.

A healthcare plan (and its review) may be initiated in consultation with the parent/carer, by a member of school staff or by a healthcare professional involved in providing care to the child. The SENCO will work in partnership with the parents/carer, and a relevant healthcare professional eg. school, specialist or children's community nurse, who can best advise on the particular needs of the child to draw up and/or review the plan. Where a child has a special educational need identified in a statement or Educational Health Care (EHC) plan, the individual healthcare plan will be linked to or become part of that statement or EHC plan.

If a child is returning following a period of hospital education or alternative provision (including home tuition), we will work with Hampshire County Council and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively. All Individual Healthcare Plans will be reviewed annually at the beginning of each academic year or sooner if the circumstances and/or child's needs have changed.

Staff Training

Any member of school staff providing support to a pupil with medical needs should receive suitable training which is recorded in the Health and Safety training file. A first aid certificate does not constitute appropriate training in supporting children with medical conditions.

All new staff will be directed to a copy of this policy when joining the school.

All nominated staff will be provided awareness training on the school's policy for supporting children with medical conditions which will include what their role is in implementing the policy. This training will be carried out as close as possible to the beginning of each academic year.

Where required we will work with the relevant healthcare professionals to identify and agree the type and level of training required and identify where the training can be obtained from. This will include

ensuring that the training is sufficient to ensure staff are competent and confident in their ability to support children with medical conditions. The training will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs and therefore allow them to fulfil the requirements set out in the individual healthcare plan.

Any training undertaken will form part of the overall training plan for the school and refresher awareness training will be scheduled at appropriate intervals agreed with the relevant healthcare professional delivering the training.

The Child's Role

Where possible and in discussion with parents, children that are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be recorded in their individual healthcare plan. The healthcare plan will reference what will happen should a child who self-administers refuse to take their medication (this will normally be informing the parent/carer at the earliest opportunity).

Where possible we will endeavour to ensure that children can carry their own medicines and relevant devices or have easy access to allow for quick self-medication. We will agree with relevant healthcare professionals/parent the appropriate level of supervision required and document this in their healthcare plan.

Managing Medicines on School Premises

The administration of medicines is the overall responsibility of the parents/carers. Where clinically possible we will encourage parents to ask for medicines to be prescribed in dose frequencies which enable them to be taken outside of school hours. However, the Headteacher is responsible for ensuring children are supported with their medical needs whilst on site, therefore this may include managing medicines where it would be detrimental to a child's health or school attendance not to do so.

We will not give prescription or non-prescription medicines to a child under 16 without their parent's/carer's written consent (See Permission to Administer Medicines Form – Appendix C.)

All medicines in school are logged in and out of the premises by the Admin Officer.

The name of the child, dose, expiry and shelf life dates will be checked before medicines are administered. Parents will be informed if the child is administered medicine during the school day.

On occasions where a child refuses to take their medication the parents will be informed at the earliest available opportunity.

We will only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by the pharmacist and include instructions for administration, their dosage and storage. Insulin is the exception, which must still be in date but will generally be available to schools inside an insulin pen or a pump, rather than its original container.

Children who are able to use their own inhalers themselves are encouraged to carry it with them. If the child is too young or immature to take personal responsibility for their inhaler, staff should make sure that it is stored in a safe but readily accessible place, and clearly marked with the child's name.

Controlled drugs will be securely stored in a non-portable container which only named staff will have access to. We will ensure that the drugs are easily accessible in an emergency situation. A record will be kept of any doses used and the amount of the controlled drug held in school. There may be

instances where it is deemed appropriate for a child to administer their own controlled medication. This would normally be at the advice of a medical practitioner. Where an individual child is competent to do so and following a risk assessment, we may allow them to have prescribed controlled drugs on them with monitoring arrangements in place.

We will only administer non-prescribed medicines on request from the parent if they are in clearly identifiable packaging and only on a short term basis (Where the school have concerns they will seek further guidance from their link School Nurse).

Pain relief medicine/suspension fluids will not be administered unless we hold parental consent on file. They will not be administered without first checking maximum dosages and when previously taken. We will always inform parents.

Any homeopathic remedies to be administered will require a letter of consent from the child's doctor and will be administered at the discretion of the Head teacher.

Emergency medicines will be stored in a safe location but not locked away to ensure they are easily accessible in the case of an emergency.

Types of emergency medicines include:

- Injections of adrenaline for acute allergic reactions
- Inhalers for asthmatics
- Injections of Glucagon for diabetic hypoglycaemia

Other emergency medication ie. Rectal diazepam or Buccal Midazolam for major seizures will be stored in accordance with the normal prescribed medicines procedures (see storage section).

Storage

All medication other than emergency medication will be stored safely in a locked cupboard.

Where medicines need to be refrigerated, they will be stored in the staffroom fridge.

Children will be made aware of where their medicines are at all times and be able to access them immediately where appropriate. Where relevant they should know who holds the key to the storage facility.

Medicines such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to children and not locked away. We will also ensure that they are readily available when outside of the school premises or on school trips.

Whilst off site, medicines will be stored at the required temperature and securely. There will be appropriately trained staff present to administer day to day and emergency medication and who are aware of the health needs and IHPs of pupils concerned.

Disposal

It is the responsibility of the parents/carers to dispose of their child's medicines. It is our policy to return any medicines that are no longer required including those where the date has expired to the parents/carers. Parents/carers will be informed of this when the initial agreements are made to administer medicines. Medication returned to parent/ carers will be documented on the tracking medication form.

Record keeping

A record of what has been administered including how much, when and by whom, will be recorded on a 'Permission to Administer Medicines' form Appendix C. The form will be kept on file. Any possible side effects of the medication will also be noted and reported to the parent/carers.

Emergency Procedures

Where a child has an individual healthcare plan, this will clearly define what constitutes an emergency and provide a process to follow. All relevant staff will be made aware of the emergency symptoms and procedures. We will ensure other children in the school know what to do in the event of an emergency ie: informing a teacher immediately if they are concerned about the health of another child.

Where a child is required to be taken to hospital, a member of staff will stay with the child until their parents arrives, this includes accompanying them to hospital by ambulance if necessary (taking any relevant medical information, care plans etc that the school holds).

After School Clubs

For After School Clubs provided by an independent individual or company it is the responsibility of the individual or company representative attending the school, to ensure that they find out all medical needs information of each child who attends the club before starting the term. The school has the responsibility of explaining this to the independent provider when they first start taking the After School Clubs at the Wherwell Primary School.

For all After School Clubs taken by existing members of staff, the member of staff taking the club is responsible for checking the list of children with medical needs (available in Arbor and in list provided by the office to each class) to check if the children attending the club are on the list.

Day trips/off site activities

We will ensure that teachers are aware of how a child's medical condition will impact on their participation in any off site activity or day trip, but we will ensure that there is enough flexibility for all children to participate according to their own abilities within reasonable adjustments.

We will consider what reasonable adjustments we might make to enable children with medical needs to participate fully and safely on visits. We will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. We will consult with parents and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely.

Medicines provided by school

- The school holds 2 x Salbutamol Inhalers and disposable spacers for emergency use.

The spacers are in the medical room and the inhalers in the Medical Cabinet in that room.

They can only be used for children:
 - who have been prescribed a Salbutamol Inhaler; AND
 - for whom we have a form, signed by a parent/carer, giving permission for the use of the emergency inhaler in the event of their own inhaler being unavailable.
- The school holds 2 Epi-pens for emergency use
- The school holds Calpol for babies and Calpol for young children. Parents sign to confirm their consent to staff giving Calpol when registering with the school. If before 1pm, staff ring home to ensure Calpol has not already been given. A text is sent to parents confirming time and dose given.
- The school holds liquid antihistamine. Parents sign to confirm their consent to staff giving liquid antihistamine when registering with the school. If before 1pm, staff ring home to ensure antihistamine has not already been given. A text is sent to parents confirming time and dose given.

Unacceptable practice

Staff are expected to use their discretion and judge each child's individual healthcare plan on its merits, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged);
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition, eg. hospital appointments;
- 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 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; or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips eg. by requiring parents to accompany the child.

Liability and Indemnity

Staff at the school are indemnified under Hampshire County Council self-insurance arrangements.

Hampshire County Council is itself insured and have extended this self-insurance to indemnify school staff who have agreed to administer medication to or undertake a medical procedure on children. To meet the requirements of the indemnification, we will ensure that staff at the school have parent's permission for administering medicines and members of staff will have had training on the administration of the medication or medical procedure.

Complaints

Should parents or children be dissatisfied with the support provided they can discuss their concerns directly with the Headteacher. If, for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

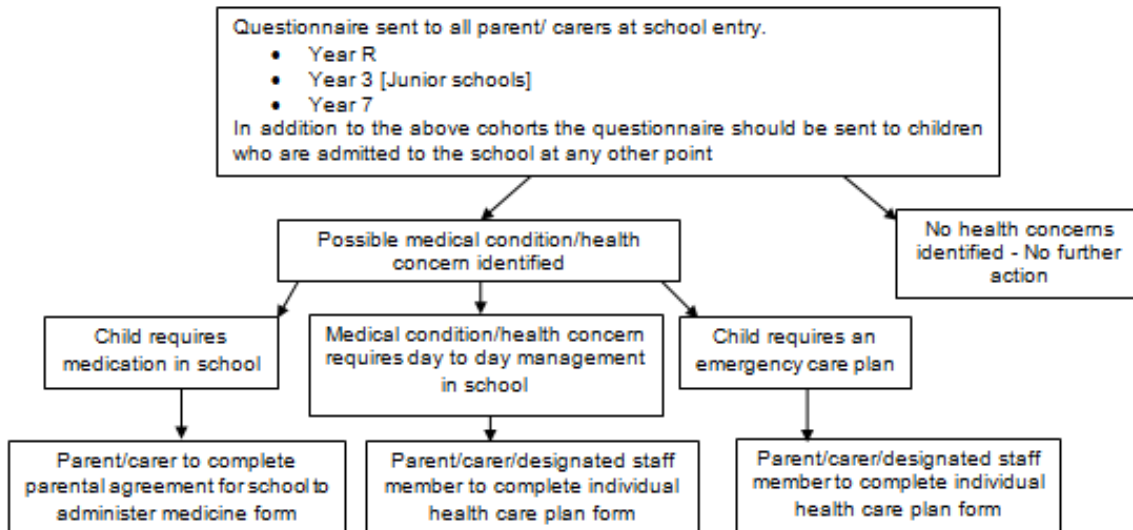
Signature of Responsible Manager/Headteacher:	
Date:	

Appendix A – identifying children in need of medical support

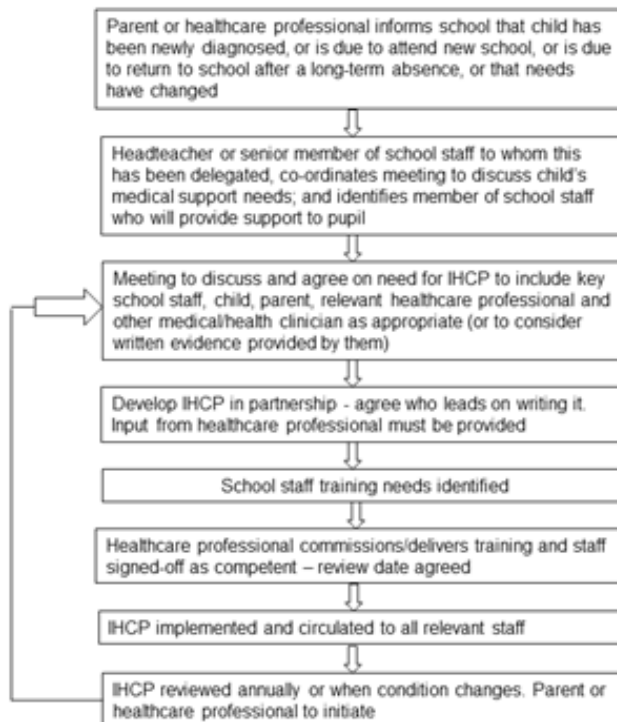
APPENDIX A|

Suggested process for identifying children or young people with a medical condition that may require support in school

Not all children with a health condition will require a health care plan in school however the form will help schools to ascertain which children require support. In addition to this schools may be informed at any other point by a parent or health professional if a child is newly diagnosed with a health condition.



Please see sample flowchart below from the Supporting pupils with medical conditions guidance



Hampshire
County Council

July 2014

Appendix B – medical questionnaire from Registration Forms

<p>Family Doctor Name: Address: Telephone Number:</p>	<p>Other Services Other services that have been recently involved with the child (eg Social Services; Educational Psychologist; Bilingual Support Service; Speech Therapist; Child & Family Guidance; Portage; Teacher Advisers; Assessment Unit etc)</p>
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Medical Questionnaire

It is important that all children with medical conditions are supported to make sure that they are able to access their education. Some children with medical conditions may need care or medication to manage their health condition and to keep them well during the school day. Could you please complete the questionnaire below so that we are able to assess your child's health needs and make arrangements to support them if necessary. In order to ensure that any medical needs are appropriately met in school we may need to discuss your child's health with the School Nursing service or another health professional who is involved in your child's care.

Does your child have a medical condition/ health concern?

YES NO

If YES please give details

Does your child have a medical condition/health concern that needs to be managed during the school day?

YES NO

If YES please give details

Does your child take medication during the school day?

YES NO

If YES please give details

Does your child have a health care plan that should be followed in a medical emergency?

YES NO

If YES please give details

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent for the school to discuss this information with the School Nurse or other outside agencies as may be deemed necessary.

Print name.....

Signature.....

Date.....



Wherwell Primary School

Permission to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

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

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Record of medicine administered to an individual child

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			

Staff initials

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