



Paganel Primary School.

Supporting Children with Medical Needs Policy.

2020-2021

Supporting Pupils with Medical Needs

Rationale.

All pupils have an entitlement to a full and balanced curriculum and should be able to participate as fully as possible in school life as any medical or special educational needs allow. Paganel Primary School welcomes pupils with special educational needs and medical needs and will provide appropriate support to ensure that all children have opportunities to access a full and balanced curriculum.

Birmingham LA and Paganel Primary School have a responsibility for the health and safety of pupils within our care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This will mean making special arrangements for particular pupils who may be more at risk than their peers. Individual procedures may be required. The school is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

The Children and Families Act 2014, places a duty on schools to make arrangements for children with medical conditions. **Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.** However, in line with the school's safeguarding duties the Governing board will not place other pupils or adults at risk or accept a child in school where it would be detrimental to the child or others to do so. Teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information. The school takes advice and guidance from the Birmingham LA which encourages self- administration of medication when possible.

Responsibilities.

The Role of the Governing Board.

The Governing Board is responsible for ensuring that the Policy for Supporting Pupils with Medical Needs in School sets out procedures that are to be followed when a school is first notified that a pupil has a medical condition. The Governors will take into account the views of the Head Teacher, staff and parents in reviewing the policy to ensure that the needs of all pupils with medical needs are met and that these pupils are included in all aspects of school. The Governing Board should ensure that Individual Healthcare Plans are reviewed annually.

The Role of the Head Teacher and Senior Leadership Team.

The Head Teacher and Senior Leadership Team, particularly the Medical and SEN lead, will ensure that all staff, temporary, permanent or employed by other services, are aware of this policy and follow agreed procedures within it. They will ensure that all staff have appropriate training and effective support. The Head Teacher will ensure that the school is appropriately insured and that staff know they are insured to support pupils this way. On admission to the school the SENCo will meet with parents of children who have medical needs so that they can share information about the child's condition and needs, and appropriate support can be put in place for the child. The SENCo will contact the school nursing service in the case of a child who has a medical need that has not previously been brought to the attention of the school nurse.

The medical lead is responsible for ensuring that staff have relevant knowledge about the children in their class relating to medical conditions and liaising with the school nurses to offer training to staff. Adrenaline pen training will be offered annually in school with support of the school nurses. Staff are also able to contact the school nurses for advice.

The Role of School staff.

As part of new staff induction they will be given this policy and, where appropriate, will undertake training to support the children, with whom they will be working who have medical needs.

Any member of staff may volunteer or be asked to provide support to pupils with medical conditions although they cannot be required to do so. Staff will have suitable training before they take on responsibility for supporting a child with medical needs. Wherever possible, but not always, staff who administer medication will be First Aiders within the school.

The Role of the School Nurse or other Qualified Healthcare Professionals.

The school nurse has the responsibility for notifying the school when a child has been identified as having a medical condition that will require support in school. He/she will have the lead role in ensuring that pupils with medical needs are supported in school, including supporting staff on implementing the child's Individual Healthcare Plan.

The Role of the Parents/ Carers.

This policy is available to all parents and carers on the school's website.

Parents and carers have prime responsibility for their child's health and well-being and will need to inform the school of their child's medical needs and changes in these. Parents and carers will be included in developing and reviewing an Individual Healthcare Plan with the SENCo, school nurse or other healthcare professionals and the child. Parents will not be expected to attend school to administer medication.

The Role of the Pupil.

Pupils should be fully involved in discussions about their medical needs, and should contribute to the development of, and comply with, their Individual Healthcare Plan.

Aims.

The school aims to:

- Assist parents in providing medical care for their children.
- Educate staff and children in respect of special medical needs.
- Arrange training for volunteer staff to support individual pupils.
- Liaise as necessary with medical services in support of the individual pupil.
- Ensure access to full education if possible.
- Monitor and keep appropriate records.

Entitlement.

The school accepts that pupils with medical needs should be supported and that they have a right to the full education available to other pupils.

The school believes that pupils with medical needs should be able to have full attendance and receive necessary proper care and support.

The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- Choose whether or not they are prepared to be involved.
- Receive appropriate training; work to clear guidelines.
- Have concerns about legal liability.
- Bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

Individual Healthcare Plans.

On admission to school, parent/ carers are asked to complete an admission form where medical needs and allergies are listed. In cases where a child has allergies, the child's information, including a photograph, is clearly displayed in the medical room, staff room, school kitchen. An Individual Healthcare Plan will be put in place for all children who have medical needs for which extra support is needed in school. These plans will be developed in consultation with the SENCo, parents of the pupil, the pupil and either the school nurse or another Health Professional.

The plans will record:

- The medical condition that the child has, the pupil's resulting needs, including medication, dose, facilities, equipment, dietary requirements and environmental issues.
- The level of support that is needed; who will provide the support.
- Who, in the school, needs to be aware of the child's condition and the support required.
- Written permission from parents for medication to be administered by a member of staff, or self-administered during school hours.
- Who should be entrusted with confidential issues relating to the child and the condition.
- What to do in an emergency.

The plans will be reviewed annually or if the condition changes by the school nurse, the child with the medical needs and the parents of the child. These plans should be completed as soon as possible from when the School is notified of a child's medical needs.

Medicines in School.

Members of staff will only administer medicine authorised by a child's parent/carer and on completion of the relevant form (Appendix A) – available in the school office within the medical form folder. All staff will signpost parent/carers to the office for completion of this form. In the case of inhalers, adrenalin pens and insulin dispensers, this form also needs to be completed. Parents and carers are also invited to come into school to administer their child's medicine. Pupils may not bring the medicine to school themselves.

The school will only administer medicine that is **in-date**, is in the **original container** as dispensed by the pharmacist and the name of the medicine, **the dosage regime** and the **name of the child** printed clearly on the outside. The name of the pharmacist should also be clearly visible. Any medication that is not presented properly will not be accepted by school staff. The only exception to this is insulin which must still be in-date but may be in an insulin pen or a pump rather than its original container.

Medicine will be stored securely in the school's medical room by a Medical Lead or in the case of medication such as an inhaler or adrenalin pen, stored safely in the child's classroom. The child's class teacher will ensure that an inhaler is accessible to the child. **The parent/carer is responsible for ensuring that the medication is in date and on the school site.** It will be handed over to the parent/carer at the end of the school year. Parents are responsible for the disposal of all medication.

The member of staff administering this authorised medication will record the dosage given, time, date and write their initials on the reverse of the form. The form is kept securely in the school's Medical room. Only parents and carers are permitted to view this form.

In the case of thrice daily medication, school follows Birmingham LA advice that this can be administered at home. However, antibiotics required four times a day can be administered by a member of staff, following the procedures laid out in this document

A child will administer their own inhaler, which may be with verbal support from a First Aider. In the case of younger children, this is reported verbally to the adult collecting the child at the end of the day. Other medication is administered by a member of staff; usually this will be a First Aider. If a

child refuses medication, the child's parent/ carer is contacted by telephone and this is recorded on the relevant form. The member of staff may try to administer medication again or invite a parent/carer into school to administer it. If the administration of medication is different from this procedure it will be due to an Individual Healthcare Plan that has been agreed by the Parents, School nurse and school, such as a diabetic child having specific needs.

The school will liaise with the School Health Service for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil.

(Please also see 'The Administering of Medications Policy.)

Home to School Transport for Pupils Requiring Special Arrangements.

When a pupil's medical condition may cause concern when they are travelling to or from school, specific arrangements will be put in place according to the advice of Health professionals working with the child and these will be included in the Individual Healthcare Plan. These arrangements will include what should be done in emergency situations and will be particularly important if the pupil does not travel with his/her parent to and from school e.g. when a pupil uses the school bus.

Emergency Procedures.

Where a child has an Individual Healthcare Plan it will define what constitutes an emergency and will explain what to do. It will explain what symptoms the child will exhibit and what procedures to follow in an emergency. Other pupils should know what to do, such as informing a teacher immediately.

If a child is taken to hospital staff should stay with the child until the parents arrive. Staff should not take children to hospital in their own cars.

Medication and Trips off Site.

This will be assessed on an individual basis. Every effort will be made by school to ensure that a child taking medication is able to join in with every activity and trip. All children who have specific medical conditions will be included in risk assessments that are carried out for each trip. The Medical Lead/SENCo will liaise with all trip organisers to ensure that each child's medical needs have been planned for prior to trips taking place. A child's parent/carer may be invited to join a trip or the staff member who usually supports the pupil will accompany the pupil to ensure the best care for a pupil.

Overnight Stays.

In the case of an overnight stay, a medical form (Appendix A) is completed by the parent/guardian of all participating children.

Medicines are handed over to the First Aider who checks the form and that the medication is clearly labelled.

Inhalers remain with the child and the First Aider will check that the correct form has been completed and the inhaler labelled with the child's name.

Staff and Medication.

Staff can also store their medicine securely in the school's Medical Room. All medication should be kept out of the reach of children and no medication, belonging to staff, should be kept in classrooms or annexes. Any staff medication is the responsibility of the individual concerned and not the school.

Staff are responsible for declaring any medical conditions when appointed to post. The school will work within Birmingham LA guidelines to support any staff medical conditions. This is addressed on an individual basis with the school's Head Teacher and Governors.

Complaints.

If parents/ carers are dissatisfied with the support provided for their child they should discuss their concerns with the class teacher in the first instance. If this does not resolve the issue parents may discuss the issue with the Phase Leader or SENCo. If the issue is still unresolved they may make an appointment to meet with the Head Teacher. If necessary a formal complaint may then be made via the school's complaints procedure. Making a complaint to the Department for Education should only happen after all other routes have been explored. The department will only consider a complaint about a school if other avenues of resolution with the school have been exhausted. The Department for Education would then consider whether the school has acted unreasonably or failed to discharge a duty which may invoke either 496 or 4976 of the Education act 1996.



Authorisation for the administering of medication.

I, (parent's name) the Parent / Carer of the child named below, give permission for Paganel Primary School to act on my behalf to administer medicine to my child as detailed below.

Child's name

Class

Name of medicine.....

Reason for medicine (if appropriate).....

How much to give (i.e. dose).....

When to be given.....

Any other instructions.....

Telephone Number of parent or other adult contact
.....

Parent or carer's signature.....

Date