

## ST LUKE'S C.E. PRIMARY SCHOOL MEDICAL NEEDS POLICY

Medical Needs Policy  
Wellbeing Committee  
Reviewed: Autumn 2020  
For Review: Autumn 2021

### Policy Statement

St Luke's C.E. Primary School is an inclusive community that welcomes and supports pupils with medical conditions. The school understands that pupils can suffer from long term, short term, chronic and acute illnesses and will provide for all pupils without exception or discrimination. This includes both physical and mental health conditions.

St Luke's C.E. Primary School provides all pupils with any medical condition the same opportunities as others at school, enabling them to play a full and active role in school life, remain healthy and achieve their academic potential.

This school follows the arrangements set out in the Royal Borough of Kingston's School Medicines Policy.

### Legislation

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools to make arrangements for supporting pupils at their school with medical conditions. In meeting this duty the governing body must have regard to guidance issued by the Secretary of State under this section. This came into effect on 1<sup>st</sup> September 2014.

### Our Aims

- To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits
- To ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication
- To comply fully with the Equality Act 2010 for pupils who may have disabilities or special educational needs.
- To write, in association with healthcare professionals, Individual Healthcare Plans where necessary
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support
- To keep, monitor and review appropriate records.

### Definition

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

(a) **Short-term**, affecting their participation in school activities which they are on a course of medication.

(b) **Long-term**, potentially limiting their access to education and requiring extra care and support

### Roles & Responsibilities

#### *a. Achieving for Children (AfC)*

AfC, on behalf of the Local Authority, will ensure there is advice and guidance to schools on the necessary local policy and procedures to ensure the safety of pupils when medication is taken or administered during school time. This is included as part of the Safeguarding arrangements.

### ***b. Headteacher***

The Headteacher is responsible for:

- implementing the Governing Body's policy in practice and for developing detailed procedures;
- ensuring that staff who volunteer to administer medicines receive support and training wherever necessary;
- ensuring that all staff who need to know are aware of the child's condition;
- ensuring the school's local policies and procedures are communicated to parents;
- ensuring the school's insurance arrangements provide appropriate indemnity for staff against claims for alleged negligence providing they are acting within the remit of their employment;
- ensuring new and temporary staff are aware of any pupil in their class who may need specific medication for a serious medical condition.

### ***c. Governing Body***

Individual schools develop their own policies to cover local needs. The Governing Body has general responsibility for all of the school's policies even when it is not the employer. St Luke's C.E. Primary School's Governing Body takes account of the views of the Headteacher, staff and parents in confirming local arrangements on assisting pupils with medical needs. The School's Governing Body ensures that local arrangements comply with the Health and Safety policies and procedures produced by the Borough. They also ensure staff who volunteer to administer medication receive appropriate accredited training.

### ***d. Kingston School Health Team/Service and Kingston Hospital Paediatric Diabetes Service***

The Kingston School Health Team and Kingston Hospital Paediatric Diabetes Services are responsible for:

- providing regular training for school staff in managing the most common medical conditions at school:
  - training on the use of auto-injectors (Epipens) for anaphylaxis by the School Health Team
  - Insulin for diabetes by the Kingston Hospital Paediatric Diabetes Service
- Assisting the school with updating the schools medical conditions policy if required.

### ***e. Parents***

Parents should provide the school with sufficient and up-to-date information about their child's medical needs. Parents are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. It is expected that parents will:

- carry out any action they have agreed to as part of the Individual Healthcare Plan and its implementation,
- supply school with appropriately prescribed medication, where dosage information and regime is clearly printed by a pharmacy on the container,
- give medicines to the school that are in date and clearly labelled,
- ensure they or another nominated adult are contactable at all times.

### ***f. Medical Professionals***

It is expected that medical professionals involved in the care of children with medical needs will fully inform staff beforehand of the child's condition, its management and implications for the school life of that pupil.

### **Unacceptable Practice**

While school staff will use their professional discretion in supporting individual pupils, it is unacceptable to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- Assume every child with the same condition requires the same treatment
- Ignore the views of the child or their parents; or ignore medical advice
- Prevent children with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare plan
- Penalise children for their attendance record where this is related to a medical condition
- Prevent children from eating, drinking or taking toilet breaks where this is part of effective management of their condition
- Require parents to administer medicine where this interrupts their working day
- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips.

### **Entitlement**

St Luke's C.E. Primary School provides full access to the curriculum for every child wherever possible. We believe that pupils with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this. However, we also recognise that employees have rights in relation to supporting pupils with medical needs, as follows:

Employees may:

- Choose whether or not they wish to be involved
- Receive appropriate training
- Work to clear guidelines
- Bring to the attention of Senior Leadership any concern or matter relating to the support of pupils with medical conditions

### **Staff indemnity**

As the administration of medicines is considered to be an act of "taking reasonable care" of the pupil, staff agreeing to administer medication can be reassured about the protection their employer would provide.

Staff employed at maintained schools, who have insurance arrangements through Zurich Municipal, are fully indemnified against claims for alleged negligence providing they follow the guidance provided in the RBK School Medicines policy and at relevant training courses. Staff must attend courses as detailed in the RBK medicines policy in order to ensure they have received an appropriate level of training.

The Governing Body of St Luke's C.E. Primary School organises their insurance with Zurich via the Royal Borough of Kingston's Insurance Department. Zurich have stated that:

*"The Public Liability policy that you have with us covers the insured, school governing body, teachers, other employees and volunteers should a claim be made against them from a pupil who alleges that they have sustained an injury or damage to their property as a result of the negligent provision of medical treatment.*

*The policy covers the administration or supervision of prescription and non-prescription medication orally, topically, by injection or by tube and the application of appliance or dressings. This applies to both straightforward and complex conditions. We would expect that the teachers, employees and volunteers*

*would have received appropriate training and that this is reviewed on a regular basis. Cover applies up to the full policy limit and in addition the policy covers costs incurred in defending any claim. The policy excess/deductible, if any, will apply as normal. The policy applies to all school activities including extra curricula activities and school trips at home and abroad. Cover also applies to any first aid activities carried out by teachers, employees and volunteers.”*

### **Procedures**

- When joining the school, parents are asked to complete a data collection sheet. This includes a section to notify the school of any medical conditions and needs.
- A form holding the data held for each pupil is sent to parents annually for them to update with any changes.
- It is expected that parents will notify the school if there are any changes to medical conditions between these annual updates.
- Where the data collection shows that a medical need/condition exists, the school office will send out an explanatory letter and a blank Individual Healthcare Plan (Appendix 2) for the parent, in conjunction with their healthcare provider, to complete Section One.
- On return of the completed Section One of the Individual Healthcare Plan the relevant staff members will discuss, and where necessary consult with parents, to plan how best support the pupil's medical needs and ensure they have full access to education, school trips and physical education.
- All relevant staff members will be made aware of children's Individual Healthcare Plans.
- A list of pupils with medical issues showing the pupil name, class and a brief description of the medical condition is kept on the school noticeboard. Pupils where the school holds a parental authority to administer medication or an Individual Healthcare Plan are highlighted in yellow, with a note of the medication/treatment.
- Prescribed medicine is only given when the school holds a parental authority to administer medicine. Whenever medicine is given this is detailed on the form on the back of the parental authority.
- Parental authority to administer medicines forms are used for both short term illnesses and long term conditions. The two documents are stored separately.
- All medication is held safely in the school office, in the staffroom fridge if it requires refrigeration, or in the classroom if it is a medication that could be needed urgently, for example asthma inhalers and auto-injectors (Epipens). If held in the classroom a copy of parental authorisation form is kept with it and usage recorded, except in the case of authorised self-administered inhalers. Boxes contains photographs of the children to help identification.
- Information on relevant medical conditions is given to any staff involved (see Information section).
- Children who sustain an injury during extra-curricular clubs will be treated at the office and a club leader will record the injury as soon as possible.

### **Information**

- Children with serious medical conditions will have their photo and brief description of condition, along with any other necessary information, on the inside of the kitchen cupboard.
- Children with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have their names and an Individual Healthcare Plan clearly accessible in their classroom, and all adults dealing with the child will have their attention drawn to this information.

- A summary of all pupils with medical conditions, triggers and medication is held on the office noticeboard.
- Posters and information leaflets on medical conditions existing at the school are made available to all relevant staff by the Headteacher.
- The termly staff information booklet (issued to all staff) includes details of all pupils with medical conditions.
- The school has two auto-injectors (Epi-pens) for use in an emergency basis. These are both stored in a clearly labelled container in the school office.

### **Individual Healthcare Plans**

Individual Healthcare Plans will be prepared for pupils with medical conditions to provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. Individual Healthcare Plans are also likely to be helpful where medical conditions are long-term and complex. However, most children who require medicines during the school day will require one. The school, healthcare professional (either the GP or a specialist from hospital or the community) and parent should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. Individual Healthcare plans will be written, monitored and reviewed regularly and will include the views and wishes of the child and parent in addition to the advice of relevant medical professionals. An Individual Healthcare Plan form is provided as Appendix 2 and the flowchart in Appendix 3 shows the process.

### **In an emergency**

In a medical emergency, the school has several first aiders who can administer first aid if necessary (see section on Trained staff).

If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions.

Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital. Children will be accompanied to hospital by a member of staff who will remain until the pupil's parents arrive. Generally staff should not take pupils to hospital in their own car. However, in an emergency it may be the best course of action. The member of staff should be accompanied by another adult. If an ambulance is required, then only one member of staff will accompany the child.

### **Administration of medicines**

The school administers medicine in line with the RBK school medicines policy as detailed below:

- **Non prescribed Medicines**

Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

- No child should be given non-prescription medicines, except Piriton and Calpol in exceptional circumstances after gaining his or her parents' consent (written).
- Over the counter medicines are not kept by the school and staff are not permitted to administer any medication to pupils that has not been prescribed by a qualified medical practitioner.

- **Prescribed Medicines**

Medicines should only be taken to school when essential; this is where it would be detrimental to a child's health if the medicine were not to be administered during the school or setting 'day'.

- School staff may administer prescription medicines, although there is no statutory or contractual duty for staff to do this (see Named people for administration of medicine).
- Parents must complete a recognised 'Parental Agreement for School to Administer Medicine in Schools' (see Appendix 1).
- Medicines must be clearly labelled and provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. This will include: Name of child, name of medicine, dose, method of administration, time/frequency of administration, any side effects, expiry date.
- Medicines will be stored safely. Medicines needing refrigeration will be stored in the staffroom fridge. Some medicines (inhalers) will also be kept in the child's classroom.
- Before administering any medicine, staff will check that the medicine belongs to the child, that the dosage they are giving is correct, and that written permission has been given.
- All dosages given will be recorded on the Record of medicine administered on the reverse of the Parental Agreement to Administer Medicine in School's form.

- **Self management**

- Pupils who can be trusted to do so can manage their own medication e.g. inhalers.
- Inhalers will be kept in the classroom and must have the child's name clearly marked on them and 'use by date' must be monitored by parents. Pupils self-administering asthma inhalers do not need to be recorded but the pupil must inform a member of staff.

- Parents must not give children medicine or tablets to self-administer in school without permission from the Headteacher.

- Parents must complete a Self-management of medication form (See Appendix 1). The school does not allow medicines/tablets that can be purchased over the counter to be brought into school.

- **School trips and sporting activities**

- Essential medicines will be administered on Educational visits, subject to the conditions above. A risk assessment may be needed before the visit takes place.
- Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit.

- **Auto-injector (Epi-pen)**

Any member of staff can administer an auto-injector (epi-pen) in an emergency.

The pen (cap off) should be pushed against the child's thigh, through clothing if necessary. The pen should be held for a count of 10 seconds before being withdrawn. An ambulance must be called immediately. Parents should be contacted after this call has been made. A second epi-pen administration should be given if the first is ineffective.

## **Training**

Any member of staff providing support to a pupil with medical needs will be provided with suitable training. This will be identified in the development of the Individual Healthcare Plans or from families of the children with medical needs.

Training for staff should be of a suitable standard to ensure staff are competent to administer medicines safely. First Aid training includes information about a range of conditions, including asthma and epilepsy, and providing initial first aid to people with these conditions where appropriate. First aid training therefore remains an important and complimenting source of information in addition to other training. However it is important to remember that a first-aid certificate does not constitute appropriate training in supporting children with other medical conditions. Specific training is required for the administration of certain medications, including the following:

<u>Medication</u>	<u>Situation</u>	<u>Training Provider</u>
Auto-injector (Epipen)		School Health Team Ku19@yourhealthcare.org
Rectal Diazepam	For disabled children attending mainstream or special schools.	Nicola Rocco, Moor Lane Centre, 030 8547 5746.
Buccal Midazolam	For disabled children attending mainstream or special schools.	Nicola Rocco, Moor Lane Centre, 030 8547 5746.
Insulin		Kingston Hospital Paediatric Diabetes Team pdt@kingstonhospital.nhs.uk
Rectal Diazepam	For non-disabled children	PONT – Paediatric Outreach Nursing Team, Kingston Hospital, 020 8546 7711, extn. 2327.
Buccal Midazolam	For non-disabled children	PONT – Paediatric Outreach Nursing Team, Kingston Hospital, 020 8546 7711, extn. 2327.

### **Trained Staff**

**School First Aiders** (full certificate) are:

Roz Ashman  
Lin Felicien  
Sue Fry

### **Paediatric First Aid:**

Roz Ashman  
Sylvia Billinghamurst  
Alfie Felicien  
Mandy Chevalier  
Jane Corlett  
Lin Felicien  
June Hennings  
Judy Shaw  
Caitriona McGilvray  
Alice Darlymple  
Janine Bamber  
Aaron Francois-Williams  
Anne Linton  
Rebecca Munoz  
Jacqui Bye

### **Named people for administering medicines:**

Roz Ashman  
Lin Felicien  
Staff on school trips

### **Complaints**

Should parents be unhappy with any aspect of their child's care at St. Luke's C.E. Primary School, they must discuss their concerns with the school. This will be with the child's class teacher in the first instance, with whom any issues should be managed. If this does not resolve the problem or allay

concern, the problem should be brought to either the Assistant Heads or the Headteacher, who will, where necessary, bring concerns to the attention of the Headteacher. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using the St Luke's C.E. Primary School Complaints Procedure.

**Appendix 1 (side 1)**

**Parental Agreement for School to Administer Medicine or Self-Administration of medication**  
**The school will not give your child medicine unless you complete and sign this form**

Name of Child	
Date of Birth	
Class/form	
Medical Condition	

**Medication to: be administered by school/ be self-administered (Delete as applicable)**

**Inhalers, epi-pens and blood glucose testing meters will be kept in both the school office and the classroom so two will be required. If your child has any medication that may be required urgently please discuss with school office.**

Medicine	
Name/Type of Medicine	
Date Dispensed	
Expiry Date	
Agreed review date	
Dosage and method	
Time	
Special precautions	
Possible side effects	
Emergency procedures	

Contact Details	
Name	
Daytime Telephone	
Relationship to pupil	
Address	
Medicines will be delivered to: (named member of staff)	

**I agree that the medical information contained in this plan may be shared with individuals involved with my/my child's care and education (this includes emergency services). I understand that I must notify the school of any changes in writing. .**

Name:..... Signature:..... Date: .....

**Headteacher Authorisation of Administration of Medicine**

I authorise that the medicine detailed above should be administered in line with the information given.

Signature:..... Date: .....

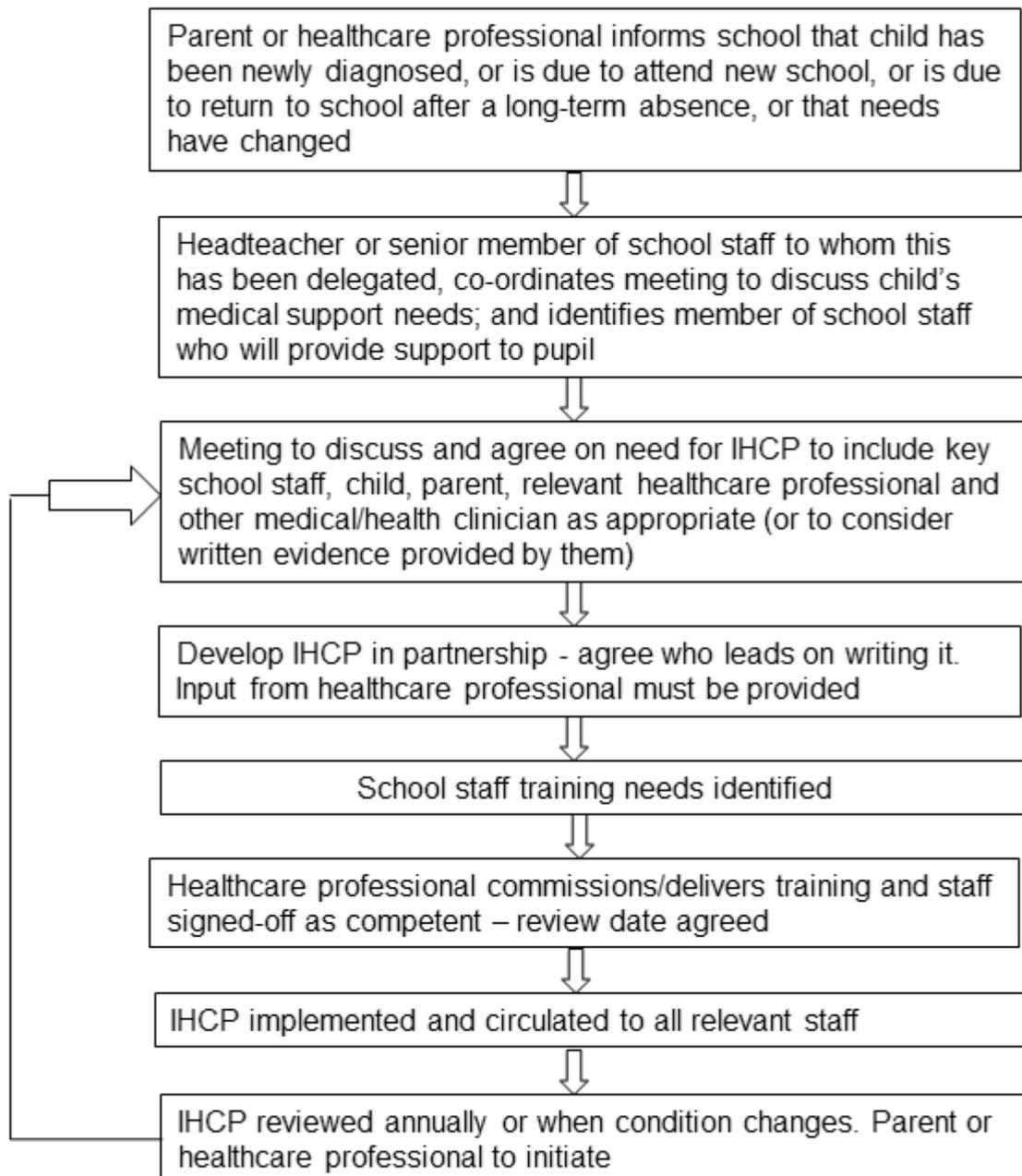


## Appendix 2 Individual Healthcare Plans

SECTION ONE: PARENTAL & HEALTH PROVIDER INFORMATION		
Pupil information		
<b>Name of Child</b>		
<b>Name of parents/carers</b>		
<b>Date of Birth</b>		
<b>Class/Form</b>		
Contact Information		
<b>Pupil's address</b>		
<b>Family Contact 1</b>	<b>Name:</b>	<b>Relationship:</b>
	<b>Phone:</b>	<b>Mobile:</b>
<b>Family Contact 2</b>	<b>Name:</b>	<b>Relationship:</b>
	<b>Phone:</b>	<b>Mobile:</b>
<b>GP</b>	<b>Name:</b>	<b>Phone:</b>
<b>Specialist Contact</b>	<b>Name:</b>	<b>Phone:</b>
Details of medical condition		
<b>Medical condition</b>		
<b>Signs &amp; symptoms</b>		
<b>Triggers or things that make this pupil's condition worse</b>		
Healthcare requirements		
<b>During school hours</b>		
<b>Outside school hours</b>		
<b>Medication needs</b> (dose, storage, side effects)		
<b>Emergency medication</b>		
<b>What to do in an emergency</b>		
<b>Are other treatments or actions needed?</b>	Eg time, facilities, equipment, access to food & drink, environmental issues	

<b>What level of support is needed ?</b>	(some children will be able to take responsibility for their own healthcare, including emergencies)	
<b>Any specialist arrangements required for off-site activities</b>		
<b>Parental and Pupil Agreement</b>		
<p>I agree that the medical information contained in this form may be shared with individuals concerned with my/my child's care and education (this includes emergency services). I understand that I must notify the school of any changes in writing. Please notify the school of there are any confidentiality issues.</p>		
Signed:		Date:
Print name:		
<b>SECTION TWO: SCHOOL SUPPORT INFORMATION</b>		
<b>Medication</b>		
Has written permission been provided by parents for medicine administration?	Parental agreement for school to administer medicine received?	Parental agreement for pupil to self-administer medication received?
Where medication is to be given by staff	Member of staff & cover	Any training reqd?  Has this been received?
Level of support	Is the pupil self-managing medication?	If so, arrangements for monitoring
<b>Other support</b>		
<b>Specific support for the pupil's educational, social and emotional needs</b>	(eg how absences will be managed, additional support for catching up, counselling sessions)	
<b>Who will provide this support?-</b>	<b>Support:</b>	<b>Cover arrangements:</b>
<b>Support Training needs</b>	<b>Required:</b>	<b>Training completed: Confirmation of proficiency:</b>
<b>Procedures required for school trips or other activities.</b>	Arrangements required for activities outside the normal school timetable that will ensure the child can participate (eg risk assessments)	
<b>Does the pupil have any Special educational needs?</b>	Ensure IHPS is linked to statement or EHC plan	
<b>Date of review:</b>	<b>Next review due (Annual review required):</b>	

**Appendix 3**  
**Process for developing Individual Healthcare Plans**



## **Appendix 4 HIV Statement**

This is a statement of principles and strategies for those pupils and staff who have HIV/AIDs.

**Introduction:** HIV (Human Immunodeficiency Virus) is the name of a virus that can damage the body's immune system. AIDS is the name for a collection of different disease which can cause serious illness or death in both adults and children.

It is important for people with HIV to try and keep as healthy as possible as it is known that a balanced diet, rest and relaxation can help to strengthen the immune system.

Someone who has an AIDS related illness may well be able to maintain a reasonably normal life, particularly if their immune system is still moderately good. However, if the immune system has broken down, there is a risk of further infection.

It is our policy to work in partnership with families who have children with special needs. Families who apply for admission to this school who have a child/children with HIV will be informed that it is not school policy to keep confidential medical information relating to the pupils from staff.

The Headteacher will assure parents of a child with HIV that every child at St Luke's will have access to the National Curriculum and that the equal opportunities policy is upheld for all members of the school community. A child with HIV will be treated in the same way as any other child with a medical need. Details of the illness will be recorded in the schools medical needs register and members of staff will be informed.

If medicines need to be administered during the school day, parents will be referred to the school's medicines policy.

### **Staff**

If a member of staff has HIV/AIDS there is no obligation to tell anyone but an employee may decide that he/she may need to do so in order to obtain support. However, we consider it important that the Headteacher is informed. Any details given to the Headteacher will not be passed on without the employee's permission.