



Policy supporting children with Medical Conditions

Adopted by Governors: May 2016

Signed by Chair of Governors: *B S Garland*

Review Date: May 2018

Supporting children with Medical Conditions at Buckfastleigh Primary School

Buckfastleigh Primary is an inclusive school that welcomes and supports pupils with medical conditions.

This school endeavours to provide all pupils with any medical condition the same opportunities as others at school.

We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution

Buckfastleigh School makes sure all staff understand their duty of care to children and young people in the event of an emergency.

A large number of staff are trained in first aid, many in paediatric first aid, this means that staff feel confident in knowing what to do in an emergency.

This school understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.

This school understands the importance of medication and care being taken as directed by healthcare professionals and parents.

Staff understand the medical conditions that affect pupils at this school. Staff receive appropriate specialist training to meet the needs of individual pupils to include: the administration of medication, understanding of care needs and the impact of medical conditions on pupils.

The named member of school staff responsible for this medical conditions policy and its implementation is: SENDCo – Rebecca Oakshott

Policy framework

The policy framework describes the essential criteria for how the school can meet the needs of children and young people with long-term medical conditions.

This policy should be read in conjunction with the First-Aid Policy and Asthma Policy

1

[Buckfastleigh is an inclusive school that supports and welcomes pupils with medical conditions.](#)

- This school is welcoming and supportive of pupils with medical conditions. It endeavours to provide children with medical conditions the same opportunities and access to activities (both school based and out-of-school) as other pupils. Within reason no child will be denied admission or prevented from taking up a place in this school because reasonable arrangements for their medical condition have not been made.
- This school will listen to the views of pupils and parents.

- Pupils and parents feel confident in the care they receive from this school and the level of that care meets their needs.
- Staff understand the medical conditions of pupils at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- This school understands that all children with the same medical condition will not have the same needs.
- The school recognises its duties in relation to:
 - the Children & Families Act (www.legislation.gov.uk/ukpga/2014/6/contents/enacted)
 - the Equality Act (www.legislation.gov.uk/ukpga/2010/15/contents)
 - Supporting children in school with medical conditions (Dec 2015) www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3
 - SEN code of practice (www.gov.uk/government/publications/SEND-code-of-practice-1-to25)
 And how these relate to children with disability or medical conditions.

2

This school's medical conditions policy is drawn up in consultation with local key stakeholders within both the school and health settings.

- Stakeholders include pupils, parents, school nurse, school staff, governors, the wider academy, relevant local health services and relevant supporter organisations.

3

The medical conditions policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation. (see point 9)

- Pupils, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.

4

All children with a medical condition should have an individual healthcare plan (IHP – Appendix A). or asthma plan. (Appendix B)

- IHP's can help ensure schools effectively support pupils with medical conditions. They provide clarity about what needs to be done, when and by whom. They will often be essential; however not all children will require one. 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 head teacher is best placed to take the final view. (flowchart Appendix C)
- An IHP details exactly what care a child needs in school, when they need it and who is going to give it. An asthma plan does the same but is specific to this more common condition.
- It should also include information on the impact any health condition may have on a child's learning, behaviour or classroom performance.

- This should be drawn up with input from the child (if appropriate) their parent/carer, relevant school staff and healthcare professionals, ideally a specialist if the child has one.

• 5

Staff understand and are trained in what to do in an emergency for children with medical conditions at this school.

- All school staff, including temporary or supply staff, are made aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.
- Key staff receive appropriate training in what to do in an emergency and this is refreshed at appropriate times as advised by the course providers and health care professionals, or as necessary to accommodate changes in staff.
- A child's IHP should, explain what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

6

All staff understand and are trained in the school's general emergency procedures.

- All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly.
- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.

7

This school has clear guidance on providing care and support and administering medication at school.

- This school understands the importance of medication being taken and care received as detailed in the pupil's IHP.
- This school will make sure that there is more than one member of staff who has been trained to administer the medication and meet the care needs of an individual child. This includes escort staff for home to school transport if necessary. This school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies.
- This school's governing body has made sure that there is the appropriate level of insurance and liability cover in place. This is through RPA; certification can be seen in the school office.
- This school will not give medication (prescription or non-prescription) to a child without a parent's written consent except in exceptional circumstances where verbal consent may be sought in an emergency situation.
- Buckfastleigh School will hold a spare emergency asthma inhaler and spacer as outlined in new guidelines to administer in an emergency situation if a child's inhaler is insufficient. We are advised by Government Advice/Guidance on the use of emergency salbutamol inhalers in schools.

www.gov.uk/government/publications/emergency-asthma-inhalers-for-use-in-schools

In accordance with this new guidance parental consent for use of the emergency inhaler will be sought annually using recommended form (Appendix D) and if the emergency inhaler is used in school time the parents will be informed using form (Appendix E) More details on the school approach to asthma may be found in the school Asthma Policy.

- When administering medication, for example pain relief, this school will check the maximum dosage and when the previous dose was given. Parents/carers will be informed of medication given and timings. This school will not give a pupil under 16 aspirin unless prescribed by a doctor.
- This school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.
- Parents at this school understand that they should let the school know immediately if their child's needs change.

8

This school has clear guidance on the storage of medication and equipment at school.

- This school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities, and is not locked away.
- Each item of medication should be delivered in its original dispensed container and handed directly to the administrator or head teacher.
- Pupils may carry their own medication/equipment if this is considered by the head teacher to be appropriate and considered safe for the pupil and their peers, or they should know exactly where to access it when they are in the classroom, school site or on an off-site visit.
- This school will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff at this school can administer a controlled drug to a pupil once they have had specialist training¹.
- This school will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately e.g. asthma inhalers.
- This school will only store medication that is in date, labelled clearly with the child's name and dosage/administration details in its original container, in accordance with its instructions (for example in the medical fridge in the staff room, in the school office or stored appropriately in the classroom) The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
- Parents are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term if necessary.
- This school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.
- Only reasonable quantities of medication will be accepted (for example for a prescribed antibiotic no more than one week's supply).

9

This school has clear guidance about record keeping.

- Parents at this school are asked if their child has any medical conditions on the enrolment form. (Appendix F)
- Medical needs records and IHP's are stored centrally in the school office and in class files in the class medical box.
- This school uses an IHP to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services. Please see flow chart (Appendix C)
- This school has a centralised register of IHPs, and an identified member of staff has the responsibility for this register. – SENDCo – Rebecca Oakshott & Administration staff.
- IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.
- The pupil (where appropriate) parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the pupils in their care.
- This school makes sure that the pupil's confidentiality is protected.
- This school seeks permission from parents before sharing any medical information with any other party.
- This school meets with the pupil (where appropriate), parent, school nurse (where appropriate) specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the pupil's IHP which accompanies them on the visit
- This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff. (Medicines Appendix G Asthma inhalers Appendix H) Good practice dictates there should be two members of staff present when medicine is administered – one to administer and one to witness.
- This school makes sure that all staff providing support to a pupil and other relevant teams have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence, and this school keeps an up-to-date record of all training undertaken and by whom.

10

This school endeavours to ensure that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

- This school is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. This school is also committed to an accessible physical environment for out-of-school activities.
- This school makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.

- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- This school understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports.
- This school understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.
- This school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.
- This school makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. This school will not penalise pupils for their attendance if their absences relate to their medical condition.
- This school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.
- Pupils at this school learn what to do in an emergency.
- This school makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

11

This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school actively works towards reducing or eliminating these health and safety risks.

- This school is committed to identifying and reducing triggers both at school and on out-of-school visits.
- School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers. It has a list of the triggers for pupils with medical conditions at this school. The school actively works towards reducing/eliminating these health and safety risks. Or minimising the risk to the child.
- The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.
- This school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

12

Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), this school will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.

- This school works in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

13

Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.

- This school works in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- This school is committed to keeping in touch with a child when they are unable to attend school because of their condition.
- The medical conditions policy is reviewed annually, evaluated and updated.
- In evaluating the policy, this school seeks feedback from key stakeholders including pupils, parents, school healthcare professionals, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services, governors and the school employer. The views of pupils with medical conditions are central to the evaluation process.

14.

What parents/carers should do if they are not happy with the provision for their child.

- In the first instance parents/carers should contact the school to arrange a meeting as these problems can often be solved together. Parents/carers who are still not happy with the provision for their child and wish to make a complaint should follow the Academy Complaints Procedure. The policy may be found on the school website or requested at the school office.

¹ Some prescription medicines are controlled under the Misuse of Drugs legislation (and subsequent amendments). These medicines are called controlled medicines or controlled drugs. Examples include: morphine, pethidine, methadone. The Misuse of Drugs Regulations 2001 has a [full list of controlled medicines](#).⁸



Individual Healthcare Plan

Name of school/setting	Buckfastleigh Primary School
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition(s)	
Allergies	
Date	
Review date	

Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact		
	Name	Contact
Consultant Paediatrician		
Specialist Nurse		
Key Worker		
G.P		
Health Visitor/School Nurse		
Other Health Professionals		

Who is responsible for providing support in school

--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

--

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Medical Condition	Drug	Dose & administration	When	Side effects / contraindications

--	--	--	--	--

Routine monitoring - Some medical conditions will require monitoring to help manage the child/young person's condition.

What monitoring is required?	
When does it need to be done?	
Does it need any equipment?	
How is it done?	
Is there a target? If so what is it?	

Is there any on-going treatment that is not being administered in school? What are the side effects?

--

Daily care requirements

--

Specific support for the pupil's educational, social and emotional needs

--

Considerations for school visits/trips etc

--

Impact on child's learning: Does the child's medical condition effect learning i.e. memory, processing speed, coordination etc.

--

Other information – consider key times of the school day e.g. meal times or key curriculum areas e.g. PE

--

Emergency Situations

What is considered an emergency situation?	
What are the symptoms?	
What are the triggers?	
What action must be taken?	
Are there any follow up actions (e.g. tests or rest) that are required?	

Who is responsible in an emergency (*state if different for off-site activities*)

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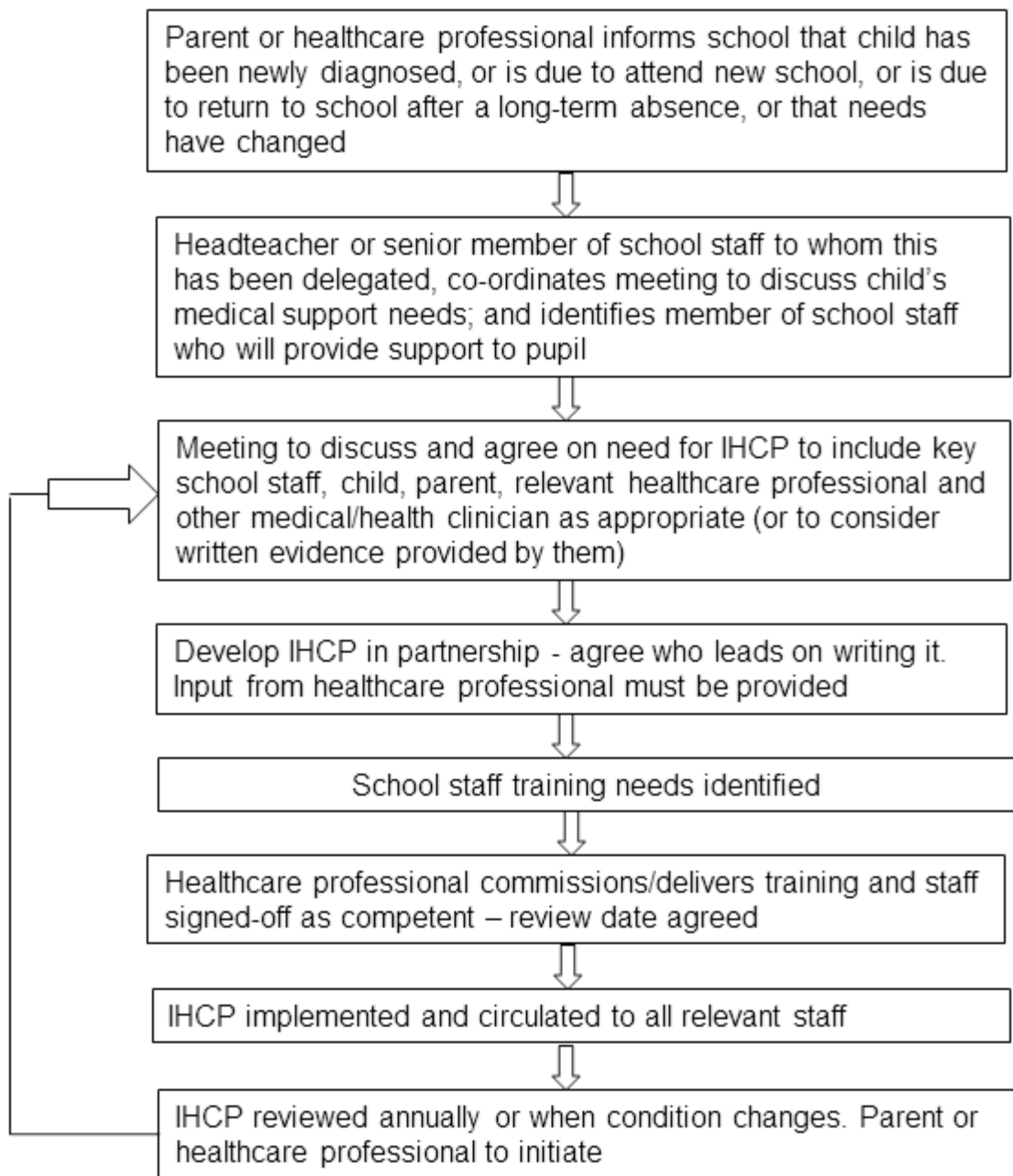
Staff training needed/undertaken – who, what, when

What training required?	
Who needs to be trained?	
Training completed – date (attach confirmation to this document.)	

Plan completed by:

	Name	Signature	Date
Pupil			
Parent/carer			
Healthcare professional			
School representative			
School Nurse			

Appendix C



Appendix D

CONSENT FORM: USE OF EMERGENCY SALBUTAMOL INHALER Buckfastleigh Primary School

Childs name: _____

Academic year _____

Child showing symptoms of asthma / having asthma attack

1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler [delete as appropriate].
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Signed: Date:

Name (print).....

Child's name:

Class:

Parent's address and contact details:

.....
.....
.....

Telephone:

E-mail:

Appendix E
**SPECIMEN LETTER TO INFORM PARENTS OF
EMERGENCY SALBUTAMOL INHALER USE**

Child's name:

.....

Class:

.....

Date:

Dear.....,

This letter is to formally notify you that.....has had problems with his / her breathing today.

This happened when.....

(Delete as appropriate)

- As they did not have their own asthma inhaler with them, a member of staff helped them to use the emergency asthma inhaler containing salbutamol.

They were given puffs.

- Their own asthma inhaler was not working, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol.

They were given puffs. .

Although they soon felt better, we would strongly advise that you have your child seen by your own doctor as soon as possible and a new inhaler be provided to school.

Yours sincerely,



PARENTAL AGREEMENT TO ADMINISTER MEDICINE

Notes to Parent / Guardians

Note 1: Buckfastleigh Primary School will only give your child medicine if you complete and sign this form and where the school has a policy that staff can administer medicine.

Note 2: All medicines must be in the original container as dispensed by the pharmacy, with the pupil's name, its contents, the dosage and the prescribing doctor's name. Or in the case of pain relief medication be in the original packaging with clear age appropriate dosage instruction clearly written and when parent has informed of last dose administered.

Note 3: The information is requested, in confidence, to ensure that the school is fully aware of the medical needs of your child. While no staff member can be compelled to give medical treatment to a pupil, it is hoped that the support given through parental consent, Devon Health and Safety Service guidance and the help of the School Nurse will encourage them to see this as part of their pastoral role. Only staff with appropriate training will administer medicines.

Prescribed Medication

Agreed review date to be initiated by [named member of staff]	
Name of school/setting	Buckfastleigh Primary School
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	

Previous dose administered
date/time

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

Contact Details

Name

--

Daytime telephone no.

--

Relationship to child

--

Address

--

Alternative -Name

--

Daytime telephone no.

--

Relationship to child

--

Address

--

GP

--

Address

--

Contact number

--

I understand that I must deliver the
medicine personally to

[agreed member of staff]

I confirm that the medicine detailed overleaf has been prescribed by a doctor, and that I give my permission for the Headteacher (or a member of staff) to administer the medicine to my son/daughter during the time he/she is at Buckfastleigh Primary School.

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

I also agree that I am responsible for collecting any unused or out of date supplies and that I will dispose of the supplies.

The above information is, to the best of my knowledge, accurate at the time of writing.

Parent's Signature _____ Date _____

(Parent/Guardian/person with parental responsibility)



RECORD OF MEDICINE ADMINISTERED TO A PUPIL

Name of school/setting	Buckfastleigh Primary School
Name of child	
Date medicine provided by parent	
Class	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____ Initials _____

Parent Signature _____ date _____

Log of Medicines Administered

Date	Time given	Dose given	Staff Name/Initials	Notes/problems	Number of pills left



Asthma Inhaler – Record of use

We thought you should know that your child _____
required the use of their asthma inhaler today:

Date	
Activity when requested	
Time	
Number of puffs	
Outcome/Action	
Member of staff:	



Asthma Inhaler – Record of use

We thought you should know that your child _____
required the use of their asthma inhaler today:

Date	
Activity when requested	
Time	
Number of puffs	
Outcome/Action	
Member of staff:	