



Medical needs policy

The Ivy Learning Trust's Medical Needs policy is agreed by the Board of Trustees and monitored by the Local Governing Body and the Board of Trustees. It will be reviewed triennially.

Date Agreed: 12 July 2018

Agreed by: Ivy Learning Trust Board

Review Date: July 2021

Inclusion

The Ivy Learning Trust carefully considers all policies with respect to the impact on equality and the possible implications for pupils and staff with protected characteristics.

Statutory Guidance

This policy complies with the statutory requirement laid out in the Supporting Pupils at School with Medical Conditions (2014) as set out in the DfE Statutory Guidance 2014 Children and Families Act 2014 in accordance with the new duty which came into force on the 1 September 2014 for governing bodies to make arrangements to support pupils at school with medical conditions. The Ivy Learning Trust believes that all pupils with medical conditions should be supported sufficiently to enable them to have full access to educational provision and will ensure that:

- the school's policy clearly identifies the roles and responsibilities of all those involved in the arrangements it makes to support pupils with medical conditions;
- pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life;
- sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions; and
- the school's policy sets out arrangements for whole school awareness training.

Introduction

All children will experience illness in the course of their school careers, most commonly transient self-limiting infections, but some will have more chronic or longer-term medical needs that will require additional support at school to ensure they have full access to the curriculum and to minimise the impact of their medical conditions.

Staff working with pupils who have specific medical needs will be informed of the nature of the children's medical problems and will endeavour to work with the family and other professionals to best support the individuals concerned. The procedures that will be followed when school is notified that a pupil has a medical condition are set out below.

Managing medicines on school premises

On occasion, children may need to take medicines whilst in school. Some children are on long-term regular medication for chronic conditions or may need to take emergency medication to treat a change in their underlying condition. Medicines will be administered at school if it would be detrimental to a child's health or school attendance not to do so.

- No child will be given prescription or non-prescription medicines without their parents' written consent. All parents will be asked to complete a Medicine Administration request form, and we will refer to this form prior to giving the medicine.
- Children will not be given aspirin unless prescribed by a doctor.
- We encourage parents whose child is taking medication three times a day to give it before school, after school and at bedtime. If a doctor has specified that one of the doses should be given at lunchtime this will be done by a trained member of staff.
- School will only accept prescribed medicines that are in date, labelled, provided in the original container and include instructions for administration, dosage and storage.
- The member of staff giving the medication will complete and sign the Administration of Medicine Record Book when the child has taken the medicine.

Medicine storage

- It is the responsibility of the head-teacher to ensure safe storage of medicines.
- All medicines will be stored safely and kept in the container supplied, which should be clearly labelled with the child's name, date of birth, class and instruction for usage.
- Some medicines require refrigeration. These will be kept in suitable additional and airtight containers and marked 'Medicines'.

Medicine disposal

- Parents are asked to collect out-of-date medication. When no longer required, medicines should be returned to the parent to arrange for safe disposal.
- A named member of staff is responsible for checking dates of medication and arranging disposal if any have expired. This check will occur three times a year and be documented.
- Sharps boxes are used to dispose of needles. They will be stored in a locked cupboard. Collection of sharps boxes is arranged with the local authority's environmental services.

Record keeping

- The school's admission forms will highlight any health conditions.
- Where accepting a child in school would be detrimental to the health of that child or others to do so, we will seek advice from the relevant health care professionals.
- Healthcare plans – for children with medical conditions giving details of individual children's medical needs at school - will be drawn up between the school and parents and a relevant healthcare professional if appropriate. Where a child has SEN but does not have a statement or EHC plan, their special educational needs will be mentioned in their individual healthcare plan. The individual healthcare plan will be linked to or become part of that statement or EHC plan. Plans will be reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They will be kept in a secure location but specified members of staff (agreed by parents) will have access to copies. All staff will protect a pupil's confidentiality.
- The school will keep a centralised register of children with medical needs.
- Requests to administer medicines at school will be logged.
- A log of training relevant to medical conditions will be kept.

Off-Site visits and sporting activities

Schools will consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely in visits and sporting activities. A First Aid kit will be taken whenever children are taken off-site. All staff attending off-site visits will be made aware of any pupils with medical conditions on the visit. They will receive information about the type of condition, what to do in an emergency and any other additional medication or equipment necessary. A risk assessment will be carried out so that arrangements take account of any steps needed to ensure that pupils with medical conditions are included. Any member of staff accompanying a pupil will be given relevant training about the pupil's medical needs.

Unacceptable practice

School staff will use their discretion and judge each case on its merits. However, it is generally unacceptable practice to:

- Prevent children from easily accessing 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
- Send children with medical conditions home frequently or prevent them from staying from normal school activities including lunch unless this is specified in their individual health care plans
- If the child becomes ill, send them unaccompanied to the school office or medical room
- Penalise children for their attendance if their absences are related to their medical condition
- Prevent pupils from drinking or 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
- Prevent or create unnecessary barriers to children participating in any aspect of school life including school trips e.g. by requiring parents to accompany the child

Training

Teachers and support staff will receive appropriate training and guidance on non-routine administrations. Staff will not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any individual healthcare plans).

General Principles

The administration of medicine is the responsibility of parents and carers. There is no absolute requirement on teachers or support staff to administer medicines. However, where they volunteer to do so, guidelines are helpful.

Short-term illness

- Children who are suffering from short-term ailments and who are clearly unwell should not be in school and head-teachers are within their rights to ask parents/carers to keep them at home.
- If parents send children to school with non-prescribed medicines (e.g. cough mixture), as the Medicine and Healthcare Products Regulatory Authority has warned against their use, this medicine cannot be administered by a member of staff.
- There are recommended times away from school to limit the spread of infectious disease.

Please note that children who have had sickness and/or diarrhoea should be kept off school until 48 hours symptom-free.

Chronic illness/disability

Where young children or those with special needs require medication, adult support will be needed. Whilst responsibility for the medical care of children rests with parents and their health professionals, it may not be feasible for these individuals to come to school to administer medicines, and such repeated attendances could slow the personal development of a child. Other healthcare professionals - including GPs and paediatricians - should notify the school nurse when a child has been identified as having a medical condition that will require support at school.

Acute illness

The teaching profession has a general duty of care towards children in schools. Legally this duty cannot require teachers to administer medicines, but it is expected that teachers react promptly and reasonably if a child is taken suddenly ill. In these cases, clear procedures will be followed, particularly in life threatening situations.

Impaired mobility

Providing the GP or hospital consultant has given approval, children can attend school with plaster casts or crutches. There will be obvious restrictions on games and on some practical work to protect the child (or others). This includes outside play. Some relaxation of normal routine in relation to times of attendance or movement around the school may need to be made in the interests of safety.

Employees' medicines

Staff and other employees may need to bring their own medicine into school. They have clear personal responsibility to ensure that their medication is not accessible to children.

Staff protection

Common sense hygiene precautions will be followed to minimise the risk of infection when contact with blood or other bodily fluids is unavoidable.

- Surgical gloves will always be worn
- Hands will be washed before and after administering first aid and medicines
- Antiseptic hand gel will be provided.

Staff indemnity

The Ivy Learning Trust fully indemnifies its staff against claims for alleged negligence providing they are acting within the scope of their employment. The administration of medicines falls within this definition so staff can be reassured about the protection their employer provides. The indemnity would cover consequences that might arise where an incorrect dose is inadvertently given or where administration is overlooked. It also covers the administration of emergency medication when given according to an individual child's protocol. In practice, indemnity means that the Trust and not the individual employee will meet any costs of damages arising should a claim for alleged negligence be successful. In practice, it is very rare for school staff to be sued for negligence and any action is usually between the parent and employer.

Emergencies

In case of emergencies a child's parents will be contacted and ambulance services will be called. Emergency procedure for specific medical needs will also be included on individual health care plans.

Complaints

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the Trust's complaints procedure. Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted.