

Laburnum Primary School

Medicines and Medical Conditions Policy



Updated by:	Head Teacher	Approved Date: November 2022
Last reviewed:	September 2022	
Next review due by:	September 2023	

Policy Statement

Laburnum Primary School is an inclusive community that welcomes and supports all pupils, providing them with equal opportunities at school.

- The school makes sure all staff understand their duty of care to children and young people in the event of an emergency.
- All 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.
- Laburnum Primary School understands the importance of medication and care being taken as directed by healthcare professionals and parents.
- All staff understand the medical conditions that affect pupils. Staff receive training on the impact medical conditions have on pupils.
- The named member of Laburnum Primary School staff responsible for this medical conditions policy and implementation is the Head Teacher: Mr Ben Bardell
- This is monitored by Ben Bardell (Head Teacher) and Governors as appropriate.

Policy Framework

1. Laburnum Primary School (LPS) is an inclusive community that supports and welcomes pupils with medical conditions.

- Children with medical conditions are provided with the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or be prevented from taking up a place in this school if reasonable and appropriate adjustments can be made.
- Pupils and parental views will be taken account of.
- Pupils and parents should feel confident in the care they receive and the level of care that meets their needs.
- Staff will understand the medical conditions of pupils 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.
- The whole school and local health community have access to the Managing Medicines and Medical Conditions Policy via the school website www.laburnumprimary.co.uk
- The school understand that all children with the same medical condition will not necessarily have the same needs.
- The school recognise that duties in the Children and Families Act (England only) and the Equality Act (England, Wales and Scotland) relate to children with disability or medical conditions and are anticipatory.

2. The Managing Medicines and Medical Conditions Policy is drawn up based on guidelines from the Health Conditions in Schools Alliance website www.medicalconditionsatschool.org.uk and the Department for Education.

- This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.
- It is also based on the Department for Education (DfE)'s statutory guidance on [supporting pupils with medical conditions at school](#).

- 3. The managing medicines and medical conditions policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.**
 - The Medicines and Medical conditions policy is shared with pupils, parents, relevant local healthcare staff and other external stakeholders

- 4. All children with an ongoing medical condition should have an Individual Healthcare Plan (IHP).**
 - An IHP (Appendix 3 provides a template) details exactly what care a child needs in school, when they need it and who is going to give it.
 - 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.
 - Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Head Teacher will make the final decision.
 - The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The Head Teacher will consider the following when deciding what information to record on IHPs:
 - The medical condition, its triggers, signs, symptoms and treatments
 - The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
 - Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
 - The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
 - Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
 - Who in the school needs to be aware of the pupil's condition and the support required
 - Arrangements for written permission from parents and the Head Teacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
 - Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments
 - Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
 - What to do in an emergency, including who to contact, and contingency arrangements

- 5. All staff have training and know what to do in an emergency for children with medical conditions.**
 - All school staff, including temporary or supply staff, are aware of the medical conditions and understand their duty of care to pupils in an emergency.
 - All staff receive training in what to do in an emergency and this is refreshed at least once a year.
 - A child's IHP should explain what help they need in an emergency. The IHP will accompany pupils should they need to attend hospital. Parental permission will be sought for sharing the IHP with emergency care settings.

6. All staff receive training 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 in an emergency, a known member of staff 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. The exception to this might be on a residential visit where a 'walk-in' visit to A&E might be appropriate to deal with a minor injury requiring hospital treatment.

7. There is clear guidance on providing care and support and administering prescribed medication.

- Staff will administer certain prescribed medication only (the exception being on residential trips when separate permission will be obtained for any non-prescribed medication). Antibiotics to be taken only three times a day will NOT usually be administered at school, antibiotics to be taken four times a day will be given. Parents do have the right to make arrangements to come into school to administer medicine to their own child should they choose to. Exceptional individual circumstances will be considered as they arise.
- The school understands the importance of prescribed medication being taken and care received as detailed in the pupil's IHP.
- School staff will endeavour to fulfil the instructions in a pupil's IHP wherever possible.
- The school will ensure that there is more than one member of staff who has been trained to administer the prescribed medication and meet the care needs of an individual child. We will endeavour to ensure that there are sufficient numbers of trained staff to cover any absences, staff turnover and other contingencies. The governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- No medication will be administered without a parent's written consent.
- An appropriately trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.
- Parents will let the school know if their child's needs change.

8. Laburnum Primary School has clear guidance on the storage of medication and equipment at school.

- All staff understand what constitutes an emergency for an individual child and make 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.
- Controlled drugs are stored securely, but accessibly, with only named staff having access. Staff can administer a controlled drug to a pupil once they have had specialist training or guidance.
- All medication is stored safely and pupils with medical conditions know where they are at all times and have access to them immediately.
- Medication that is in date and labelled is stored in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must be in date, will generally be supplied in an insulin injector pen or pump.
- Parents are asked to collect all medications/equipment at the end of the school year, but to provide new and in-date medication if the need arises during the school year and at the start of each new school year.
- Needles and other sharps are disposed of in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits if required. They are collected and disposed of in line with local authority procedures.

9. Laburnum Primary School has clear guidance about record keeping.

- Parents are asked if their child has any medical conditions on the admission form.
- An IHP is used to record the support an individual pupil needs around their medical condition.
- A centralised register of IHPs is kept and an identified member of staff (the Office Manager) has responsibility for this register.
- IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.
- The pupil (where appropriate), parents, school nurse/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.
- Pupil's confidentiality is protected.
- Permission from parents is sought before sharing any medical information with any other party.
- The school meets with pupil (where appropriate), parent, 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.
- An accurate record is kept of all medication administered, including the dose, the time and supervising staff. Wherever possible, medication will be administered and signed for by two members of staff.
- All staff providing support to a pupil have suitable training and receive 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.
- An up-to-date record of all training is kept.

10. Laburnum Primary School ensures 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.

- We are committed to providing a physical environment accessible to pupils with medical conditions including for out-of-school activities.
- 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 policies, to help prevent and address any issues which may arrive.
- 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.
- Staff are 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.
- Pupils will have access to the appropriate medication/equipment during physical activity.
- 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 if required.
- 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.
- The SENDCO who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional to ensure that support in school meets the child's medical needs.
- A risk assessment is carried out before any out-of-school visit. 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. Laburnum Primary School is aware of the common triggers that can worsen common medical conditions**
 - Triggers are identified and reduced both at school and out of school visits.
 - 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.
 - All medical emergencies and incidents are reviewed to see how they could have been avoided and school policies are adapted if needed.

- 12. Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), the school will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.**
 - The school works in partnership with all relevant parties 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.**
 - The 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.
 - The school is committed to keeping in touch with a child when they are unable to attend school because of their condition.

- 14. The managing medicines and medical conditions policy is regularly reviewed, evaluated and updated. Reviews are completed annually.**
 - In evaluating the policy, the 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 school employer. The views of pupils with medical conditions are central to the evaluation process.

APPENDIX 1: School Medicine Record



4 November 2020

Sample Parent

Sample Student (Year 1, Samples)

School Medicine record

Laburnum Primary School
Laburnum Primary School
Laburnum Road
Sandy
Bedfordshire
SG19 1HQ

Email:
office@laburnumprimary.co.uk
Phone: 01767680691
Website:
<http://www.laburnumprimary.co.uk>

School Medicine Record

Please complete the following:

Name
Class
Name of medicine
Strength of medicine
Dose of medicine
Any other instructions
Phone number of parent/carer

Check the appropriate box

- Medicine to be left at school
- Medicine to be taken home each day

Please read and check the box

- I realise that whilst school staff will endeavour to fulfil my request, I understand that other matters arising may take priority and timings cannot be guaranteed

Please read and check the box

In consideration for the Headteacher or the school's staff agreeing to give medication to the above named child during school hours, I agree to indemnify the Headteacher, the school's staff and the Local Education Authority against all claims, costs, actions and demands whatsoever resulting from the administration of the medicine unless such claims, costs, actions or demands result out of negligence of the headteacher, the school's staff or the Local Education Authority.

Parent\carer signature

Signature

Date

Date

Name:

Date:



APPENDIX 3: INDIVIDUAL HEALTHCARE PLAN

When writing an IHP it may also be relevant to refer to guidance from the following (or another) agency:

- Diabetes UK
- Epilepsy Action
- The British Society for Allergy and Clinical Immunology (BSACI)

Child's name

Class

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

1. Name

Relationship to child

Phone no. (work)

(home)

(mobile)

2. Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Surgery Name

Phone no.

Who is responsible for providing support in school

[Redacted area]

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

[Redacted area]

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

[Redacted area]

Daily care requirements

[Redacted area]

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

[Redacted area]

Arrangements for school visits/trips etc.

[Redacted area]

Other information

[Redacted area]

Describe what constitutes an emergency, and the action to take if this occurs

[Redacted area]

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

[Redacted area]

Plan developed with

[Redacted area]

Staff training needed/undertaken – who, what, when

[Redacted area]

Form copied to

[Redacted area]