This policy has been structured based upon the most recent government advice

“Supporting pupils at school with medical conditions” *(DfE- Dec 2015)*, the “Guidance and

Code of Practice - First Aid at Work” provided by Dorset County Council, guidance from

local Health Services, professional teaching associations, Dorset County Council Health

and Safety Team.

Piddle Valley CE First School adheres to the duty as stated in the Children and Families Act 2014 that pupil’s with medical conditions will have the same right of admission to our school as other pupils and will not be refused admission or excluded from school on medical

grounds. Appropriate levels of assessments will be undertaken to establish and

determine what support pupils with medical conditions require. This will be done in

partnership with parents and health professionals.

The prime responsibility for a pupil’s health rests with parents. It is anticipated that

parents / carers will ensure that appropriate information is provided for the school that

enables proficient management and a good understanding of their child’s medical

condition; this includes working in partnership in the management of any medicines

administered at school.

Piddle Valley CE First School takes advice and guidance from a range of sources, including the School Nurse, Paediatric Consultants, and other Health professionals in addition to the

information provided by parents in the first instance. This enables us to manage support

effectively and to minimise any disruption to learning.

**Key Personnel**

The designated person with overall responsibility to implement this policy is:

**Nicole Woods (Inclusion Leader) with Nikki Curtis as deputy.**

This person will also ensure that staff are appropriately aware of the medical

conditions of children with whom they work and that any confidential

information pertinent to the medical condition is entrusted to individual staff.

The person responsible for developing Individual Healthcare Plans is:

**Nicole Woods (Inclusion Leader) with Nikki Curtis as deputy.**

The Governor with specific responsibility to oversee the arrangements to

support pupils at schools with medical conditions is:

**Vickey Steven**

**AIMS**

The school is committed to assisting children with long-term or complex medical

conditions and working in partnership with their parents /carers.

1. To ensure that pupils at Piddle Valley CE First School with short or long term medical

conditions are properly supported so that they have full access to education,

including off-site activities and residential visits.

2. To make arrangements for staff to ensure that they receive adequate and

appropriate training for them to support children with medical needs.(Epi pen training – annually in September)

3. To ensure that parents and children have confidence in the medical support

arranged at school.

4. To work in partnership with Health Service colleagues.

5. To be fully compliant with the Equality Act 2010 and its duties.

6. To manage medicines within school in accordance with government and local

advice.

7. To keep, maintain and monitor records as detailed in this policy.

8. To write and to monitor Individual Healthcare Plans, in partnership with health

professionals.

9. To ensure that the pupils in our school are safe and are able to attend school

regularly with their medical condition.

10. To support pupils with complex medical conditions and or long term medical needs

in partnership with Health professionals and parents to enable their access to

education.

11. To adhere to the statutory guidance contained in “Supporting pupils at school with

medical conditions” *(DfE Dec 2015)*, and “Multi-Agency Guidance for the

Management of Long Term Health Conditions for Children and Young People”

*(DSCB 2011)1* as set out and agreed with the school‟s Governing Body.

**THE GOVERNING BODY WILL:**

ensure that arrangements are in place to support children and young people with

medical conditions and that support is tailored to individual medical needs;

make arrangements for this policy to be published on the school website;

review this policy annually;

ensure that staff are identified to implement the policy from day to day;

monitor the arrangements associated with Individual Healthcare Plans so that

they are managed appropriately, reviewed and maintained in partnership with

Health professionals;

ensure that staff receive appropriate training enabling them to provide bespoke

and purposeful support to pupils with medical needs and that the training is

refreshed regularly;

ensure that specific arrangements are made for the self-management of medicine

where applicable and how this will be both monitored and managed by staff;

oversee the schools management of medicines to ensure that Health & Safety

standards are met and that parents have confidence in the schools ability to

support their child’s medical needs;

ensure that insurance arrangements cover staff in carrying responsibility for

medical procedures;

have „due regard‟ to the rights of pupils who are disabled as set out in the

Equality Act 2010;

ensure that appropriate arrangements are made to include pupils with medical

conditions on off-site activities;

ensure that parents / carers are aware of the school’s complaints policy.

**INDIVIDUAL HEALTHCARE PLANS**

Individual Healthcare Plans will be developed for pupils with medical conditions. These

will set out the support that is needed so that the impact on school attendance, health,

social well-being and learning is minimised. Not all conditions will require an Individual

Healthcare Plan. In some cases the agreement request to administer medicines will be

sufficient to cover short term conditions and treatment. The plan will include the name of

the member of staff who is appropriately trained and providing the agreed support.

Piddle Valley CE First School will use the recommended templates (DfE) to capture relevant

information that will enable an appropriate plan to be structured. The templates cover a

range of issues for which governors have responsibility. Health professionals will be

involved in the development of Individual Healthcare Plans in addition to parents and

pupils.

The Individual Healthcare Plans will be tailored to meet the needs of short term, long

term and/or complex medical conditions. The plans will be kept under review by the

designated person and revised as required, or at least annually, to ensure that they

reflect current medical needs (e.g., changes in medication). Individual Healthcare Plans

will include details on emergency arrangements and these will be shared with all relevant

staff, First Aiders and school office staff as applicable.

Where pupils have been issued with an Education and Health Care Plan (EHC) by the

local authority, any Individual Healthcare Plan will be linked to, or become part of that

EHC.

**ROLES AND RESPONSIBILITIES**

Parents

Parents are asked to provide the school with sufficient and up-to-date information about

their child’s medical needs using a standard form (Template B) so that arrangements to

manage their short or long term medical conditions can be implemented in partnership.

Parents are asked to deliver medicine to school if it is not possible for this to be

administered outside the school day. Medicine should be provided in the original

container(s) ensuring that the medicine is not out of date and that it has been stored

correctly. All medicines must be marked with the following information clearly indicated:

the child’s name on the medicine;

when the medicine should be given;

the prescribed dose and pharmacist’s instruction, e.g. after meals.

Parents are expected to notify the school immediately (in writing) of any changes or

alteration to a prescription or recommended treatment so that adjustment can be made to

Individual Healthcare Plans or previous agreement. It is important that the school is

aware and informed by parents about other issues or symptoms their child may have

experienced over night or before school; this is particularly important for asthma

conditions

It must be remembered that the prime responsibility for a child’s health rests with parents

/ carers.

Headteacher will ensure the following:

that Governors are informed about the implementation and effectiveness of

this policy,

that arrangements are made with staff supporting pupils with medical

conditions, and for any medicines required in delivering that support to be

stored safely and in line with guidance provided by the local authority;

suitable arrangements are agreed in partnership and liaison with parents /

carers to support the medical needs of pupils;

that appropriate training has been provided for staff that enables them to carry

out agreed procedures;

that staff will not be directed to administer medicines - they can choose to

volunteer to do so if they so wish (all staff will be advised to refer to advice

from their professional associations before volunteering to administer

medicines);

liaison with governors in the review of this policy at appropriate intervals, in line

with local and national advice;

that all staff and parents/carers are aware of this policy and the procedures for

dealing with medical needs at Piddle Valley CE First School;

make arrangements through the designated teacher to manage the following:

o prescription medicines in school;

o prescription medicines on trips and outings, including school transport;

o accurate record keeping when administering medicines;

o the safe storage of medicines;

o procedures for access to medicines during emergency situations;

o adhering to risk management procedures involving medicines;

that risk assessments and arrangements for off-site visits are checked and that

governors are informed of the details.

The Designated Teacher will ensure the following:

staff work in partnership with parents/carers to ensure the well-being of child

and young people;

that interruption to school attendance for medical reasons will be kept to a

minimum;

staff who have agreed to administer medicines will receive the appropriate

training;

adherence to Individual Healthcare Plans;

all cultural and religious views, made known to the school in writing, will be

respected;

**STAFF TRAINING AND SUPPORT**

Most medicines to be administered will not require professional training; however the

school will ensure that staff supervising the administering of medicines will understand

that accurate records are to be kept and are completed at the time of being administered.

Staff who maintain these records should be clear about what action to take, (such as

referring to the Designated Senior Person for Child Protection) if they become concerned

about the welfare of an individual pupil. If an Individual Healthcare Plan is applied to

particular children / young people, additional training must be given by a nominated

health professional, e.g., use of a nebuliser, using epipens. Training received or

cascaded from parents will not be accepted unless otherwise instructed by a health

professional. Record of Training forms must be completed and maintained. (See

Template E: staff training record).

(Also see “Multi-Agency Guidance for the Management of Long Term Health Conditions

for Children and Young People” (*DSCB 2011)*; section 3.3 and 3.4 including Chart E.)

**REASONABLE ADJUSTMENTS**

The school understands its duties under the Equality Act 2010 to make reasonable

adjustments and enable children and young people to have equitable access to

education. Children and young people with complex or significant medical needs will be

included in activities for as much as their health permits.

**MANAGING MEDICINES ON SCHOOL PREMISES AND ON OFF-SITE ACTIVITIES**

We will ensure that:

DCC guidance on First Aid is followed;

records are maintained detailing an accurate history of the administering of

medicines as far as possible – this will not include self-administering of over

the counter medicines for older pupils for whom parents have requested

permission using the appropriate Template;

Templates C and/or D will be used to log administering of medicines;

suitable back-up systems are in place to cover administering of medicines in

the event of staff absence;

if there are any doubts or confusion about arrangements for administering

medicines, staff must consult with the parents and the designated member of

staff;

no child or young person under 16 will be given medicines or be permitted to

self-medicate without their parents’ written request.

**STORAGE OF MEDICINES**

The school will adhere to the advice contained in “Guidance and Code of Practice - First

Aid at Work” and local guidance provided by Dorset County Council‟s Health & Safety

Team and the local authority‟s Physical and Medical Needs Service.

**REFUSAL OR TOO UNWELL TO TAKE MEDICINES**

If a child refuses to take medicine as prescribed and as requested by parents the records

(Template C or D) must state „REFUSED‟ clearly and the parents/carer informed

immediately. Children / young people will not be forced to receive medicine if they do not

wish to do so.

If a child or young person is ill / injured and therefore unable to receive the agreed

prescribed medication, the person designated to supervise the taking of medicine will

consult with parents / carers immediately and advise the Headteacher of their actions. If

the child vomits or has diarrhoea soon after receiving medication, parents must be

contacted so that they can seek further medical advice.

**SELF MANAGEMENT OF MEDICINES**

In some cases it might be appropriate that pupils self-administer medicines, e.g.,

inhalers, epipens. The school will encourage those with long term medical conditions to

take responsibility for administering their own medication but continue to ask staff to

supervise so that the appropriate records can be completed for safeguarding purposes.

Some pupils may carry „over the counter medicines‟ (non-prescribed medicines) for their

own use or self-administer prescribed medicines that are appropriate to carry. When this

occurs parents should request permission from the Headteacher in writing (using

Template B) and provide relevant details about the type and dosage of the medicine. We

understand the need for personal dignity in addressing this matter to avoid individual

embarrassment. We recommend that only one dose should be brought to school at any

one time in order to reduce potential risk of medicines being abused.

**OFF-SITE ACTIVITIES / SCHOOL TRIPS**

All arrangements for medicines, including the storage of medicines, Individual Healthcare

Plans, and Risk Management programmes will apply for all off-site activities or school

trips. A member of staff will be designated to ensure there are suitable off-site

arrangements for storage, and recording of the medicines when assessing any risks

associated for the trip, particularly for those children and young people with long term or

complex health conditions. All plans and risk assessments will be discussed with

parents/carers in preparation for the activity in advance of the departure day and agreed

with the Headteacher (and Governors).

All off-site activities will be evaluated in terms of proximity and accessibility to emergency

services and any implications for those with short or long term medical conditions before

receiving approval to go ahead from the Headteacher / Governors.

**EMERGENCY PROCEDURES**

Care is taken to ensure that all pupils are safe. The school has 6 „First Aid at Work‟

qualified first aiders, 5 „Emergency First Aid at Work‟ qualified first aiders, 2 „Paediatric

First Aid‟ qualified first aiders (if applicable) and 2 Emergency First-Aid trained staff.

Pupils with life threatening medical conditions or that require close monitoring /

supervision may have Individual Healthcare Plans developed by school staff and Health

professionals that provide contact details for emergency situations, e.g., anaphylaxis,

diabetes, or epilepsy.

All cases deemed „complex‟ or „serious‟ medical conditions have emergency contact

details held in the school office.

Asthma can also be life threatening; Piddle Valley CE First School will follow the “Guidance on the use of emergency salbutamol inhalers in schools” issued by the Department of Health

*(September 2014).*

Pupils who are „at risk‟ due to their medical condition hold a *Grab Pack* (collated

information to pass to a doctor or ambulance crew in an emergency) that will accompany

them at all times. The purpose of the pack is to provide emergency services with up to

date information such as: diagnosis of principle conditions, key personnel and medical

contacts, medication taken, up to date records of medicines that have been administered

together with other relevant medical information and an agreement with parents/carers

about what to do in an emergency.

**BEST PRACTICE**

Piddle Valley CE First School will endeavour to eliminate unacceptable situations by promoting best practice in supporting pupils with medical conditions. In doing so we will:

ensure that pupils have access to the medicine they need as arranged with

parents;

manage each medical condition through an Individual Healthcare Plan;

listen to the views of pupils and their parents and take advice from medical

professionals in planning the support needed;

ensure that pupils with medical conditions are supervised appropriately and not

left alone when ill;

support access to the full curriculum or as much as medical consultants

recommend;

work in partnership with health services to ensure swift recovery or access to

treatment;

facilitate opportunities to manage medical conditions with dignity;

manage medical needs such that parents are not required to support their child in

school;

include all children in school on and off-site activities, meeting their medical

needs in the best way possible.

**LIABILITY AND INDEMNITY**

Piddle Valley CE First School has made arrangements through XXX to cover staff in the arrangements made to support pupils with medical conditions for whom particular training has been given.

**COMPLAINTS**

Piddle Valley CE First School holds a Complaints Policy details of which can be found on the

School Website. Should any complaint be received in respect of the support provided for

individual medical conditions, it will be dealt with in accordance with the Complaints

Policy.

**EQUALITY STATEMENT**

Piddle Valley CE First School is mindful of its Equality Duties; respecting religious belief and

ensuring that support is provided for those with disability needs that might be affected by

this policy. Where there are language or communication issues, and to avoid any

misunderstanding, the parents / carers and Headteacher will agree an appropriate

course of action. The Headteacher will engage interpreters or signers when required to

ensure that full understanding of a pupil’s medical needs are determined accurately.

With regard to off-site visits and residential opportunities, Piddle Valley CE First School will ensure that reasonable adjustments enabling pupils to be included are appropriate and made in consultation with parents/carers.

**Adopted date: February 2015**

**Signature of Head teacher:**

**Signature of Governing body:**

**Next review date February 2016**