

# Hartford Junior School



## Medical Conditions Policy

Written: January 2022

Next Review: January 2023

Chair of Governor Signature:

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### Revision and edition Log

Written January 2022	SLT
Approved	FGB

## Medical Conditions Policy - Supporting Pupils with Special Medical Needs

**To be read in conjunction with the SEND Policy, Medication in Schools Policy and Disability and Equality Policy.**

Hartford Junior School Named Person responsible for children with Medical Needs: Miss Charlotte Deaves

Responsible for Administering and storing medicines in school: Mrs Michaela Hall; Mrs Elaine Rudd

### **Definition**

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

- Short-term affecting their participation in school activities while they are on a course of medication.
- Long-term potentially limiting their access to education and requiring extra care and support (deemed **special medical needs**).

### **Rationale**

Schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. Hartford Junior School is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions (long or short term) may need.

The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions. **Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.** However, teachers and other school staff in charge of pupils have a common law duty to act 'in loco parentis' and must ensure the safety of all pupils in their care. To this end, we reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking place off the school site.

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child. The school takes advice and guidance from a range of sources, including the School's Nursing Team, Health professionals and the child's GP in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected.

## **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

## **Individual Healthcare Plans**

Individual Health care plans will be written in partnership with parents, child, healthcare professionals and the named person responsible at Harford Junior School. They will be reviewed annually or when there is a change in the condition of the child. They will be signed by all concerned.

## **Unacceptable Practice**

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

- Prevent children from accessing their medication
- Assume every child with the same condition requires the same treatment
- Ignore the views of the child or their parents / carers
- 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
- Require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part

## **Entitlement**

Hartford Junior 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:

- Receive appropriate training
- Work to clear guidelines

- Bring to the attention of Senior Leadership Team any concern or matter relating to the support of pupils with medical conditions

## **Expectations**

It is expected that:

- Parents will inform school of any medical condition which affects their child.
- Parents will supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container
- Parents will ensure that medicines to be given in school are in date and clearly labelled
- Parents will co-operate in training their children to self-administer medicine if this is appropriate, and that staff members will only be involved if this is not possible
- 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 individual
- Hartford Junior School will ensure that, where appropriate, children are involved in discussing the management and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Healthcare plan.
- School staff will liaise as necessary with Healthcare professionals and services in order to access the most up-to-date advice about a pupil's medical needs and will seek support and training in the interests of the pupil
- Transitional arrangements between schools will be completed in such a way that Hartford Junior School will ensure full disclosure of relevant medical information, Healthcare plans and support needed in good time for the child's receiving school to adequately prepare
- 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.

## **Procedure**

The Governing Body of Hartford Junior School ensures that an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions. See School Academy Insurance Framework. Package insurance for schools and academies, policy KSC-242094-1373 with Zurich Municipal Insurance (policy held in the school office).

## **Information**

Children with serious medical conditions will have their photo and brief description of condition, along with any other necessary information, held in the communications folder. Under GDPR regulations this is only accessible by school staff. 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 green classroom file, and also in the office filing cabinet along with their medicines, and all adults dealing with the child will have their attention drawn to this information. All other medical conditions will be noted from children's MISs records and this information will be provided to class teachers annually.

## **In an emergency**

In a medical emergency, all staff have been appropriately trained to administer emergency first aid if necessary.

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.

Children will be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

### **Administration of medicines (see Medication in School Policy)**

Essential medicines will be administered during the school day. Parents must complete a Parental Consent for a Child to Receive Medication form before any medicine is administered. Medicines to be given during the school day must be in their original container. Controlled drugs can also be administered, subject to all other conditions as described in the Policy.

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.

Named staff members will give medicines. Before administering any medicine, staff must check that the medicine belongs to the child, must check that the dosage they are giving is correct, and that written permission has been given. Any child refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed. All doses administered will be recorded on a medicine log sheet.

All medicines will be stored safely. Medicines needing refrigeration will be stored in the office fridge. Some medicines (inhalers, etc) will be kept in the child's classroom and carried with the children, for ease of access during outside activities. All medicines must be clearly labelled.

Controlled drugs or prescribed medicines, including Epi Pens will be kept in the locked cabinet in the school office. Access to these medicines is restricted to the named persons.

Staff will record any doses of medicines given on the medicine log sheet. Children self-administering asthma inhalers do not need to be recorded.

Inhalers are kept in the child's classroom. Children have access to these inhalers at all times, though must inform a member of staff that they are taking a dose. All inhalers are marked with the child's name. All children with an inhaler must take them on educational visits, however short in duration.

**Epi-pen** – Any member of trained staff can administer an 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.

### **Complaints**

Should parents be unhappy with any aspect of their child's care at Hartford Junior 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 a member of the senior leadership team. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using the Hartford Junior School Complaints Procedure.