



**WILMINGTON PRIMARY SCHOOL**

# **Supporting pupils with medical needs**

Effective Date  
**May 2023**

## DOCUMENT CONTROL

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<b>Document Reference</b>	Supporting pupils with medical needs	
<b>Version</b>	03	
<b>Status</b>	Approved	
<b>Publication Date</b>	May 2023	
<b>Related Policies</b>	Safeguarding	
<b>Review Date</b>	May 2025	
<b>Approved/Ratified by</b>	Local Governing Body	Date: May 2023
<b>Distribution:</b>		
Wilmington Primary School Staff		

Version	Date	Comments	Author
01	July 2019		C. Scott
02	May 2021		C. Scott
03	May 2023		C. Scott

### Review Process Prior to Ratification:

Name of Committee	Date
LGB	15.05.23

**This school is an inclusive community that welcomes and supports pupils with medical conditions.**

**This school provides all pupils with any medical condition the same opportunities as others at school.**

The school makes sure all staff understand their duty of care to children and young people in the event of 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.

All staff understand the medical conditions that affect pupils at this school. Staff receive training on the impact medical conditions can have on pupils, if there is a child needing support outside of the norm.

This school is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions 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 prevented from taking up a place in this school because 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.

The whole school community understand and support the medical conditions policy.

This school understands that all children with the same medical condition will not have the same needs.

The school recognises that duties in the Children and Families Act and the Equality Act relate to children with disability or medical conditions and are anticipatory.

**The medical conditions policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation, when needed.**

**All children with a medical condition should have an individual healthcare plan (IHP).**

An IHP 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.

**All staff understand what to do in an emergency for children with medical conditions at this school.**

All school staff, including temporary or supply staff, are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.

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.

**All staff understand 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.

**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 are more than one members of staff who have been trained to administer the medication and meet the care needs of an individual child. 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 school will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the pupil to involve their parent, while respecting their confidentiality.

When administering medication, for example pain relief, this school will check the maximum dosage and when the previous dose was given. Parents will be informed. 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.

If a pupil misuses their medication, or anyone else's, their parent is informed as soon as possible and the school's disciplinary procedures are followed.

**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.

Pupils may carry their emergency medication with them if they wish/this is appropriate

Pupils may carry their own medication/equipment, or they should know exactly where to access it.

Pupils can carry controlled drugs if they are competent, otherwise 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 training. 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.

This school will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. 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.

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.

**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.

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.

This school has a centralised register of IHPs, and an identified member of staff has the responsibility for this register

IHPs are regularly reviewed, 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, beyond the school staff.

This school meets with the 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.

This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

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.

**This 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.**

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.

**This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these**

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, has a trigger reduction schedule and is actively working towards reducing/ eliminating these health and safety risks.

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.

**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.

**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.

### **Pupil Illness**

#### **Decisions by Parent(s)/Carer(s) regarding attendance or absence**

Parents and carers are asked to follow the Department of Health and NHS guidelines regarding minor illness and school attendance when deciding if their child is well enough to attend school. Most illnesses can be classified as one of a few minor health conditions. If a parent/carer is unsure whether their child's symptoms warrant a day's absence, please contact the school for advice. If the Parent/Carer is concerned about their child's health, a health professional should be consulted.

#### **Absence reporting procedure**

If a parent/carer has deemed their child to be too unwell for school, they should ring the school before 8:45am on 01322 274080 or email [admin@wilmingtonprimaryschool.co.uk](mailto:admin@wilmingtonprimaryschool.co.uk) to report the reason for their child's absence (please refer to Wilmington Primary Attendance Policy). Absence reported as unwell or ill will not be authorised. Please refer to the Attendance Policy for authorised and unauthorised absence criteria.

#### **Pupils who become unwell at school**

If a pupil becomes unwell at school, a First Aider will attend. The following procedure will then be followed:

- Your child will be asked what their symptoms are.
- If necessary, their temperature will be checked using a thermometer
- An assessment will be made on your child's appearance and presentation
- If appropriate, a monitoring period will be completed.
- If appropriate, parent(s)/carer(s) will be contacted to explain the situation and the steps that have been taken.
- If, after the monitoring period, it is felt by the Headteacher/Deputy Headteacher that your child should be collected the parent/carer will be contacted.

Every effort will be made to keep your child in school unless they are too unwell to do so. If your child is to be sent home, parent(s)/carer(s) will be contacted and asked to collect their children from school as part of our Safeguarding Procedure. Every effort will be made to contact the parent/carer or failing that, their emergency contacts will be contacted to advise the child needs to be collected from school. It is vital that the school is told if there has been a change of telephone number or details of emergency contacts have changed throughout the year.

#### **Pupils who have an accident at school**

If a child has an accident during school hours, a member of staff trained in first aid will assess the severity of the accident and make a decision to apply first aid if appropriate to do so. Any significant accident or injury will be reported to parent(s)/carer(s) immediately. If appropriate and the severity demands, the school will call an ambulance.

Any treatment administered will be recorded in the school First Aid book

## **Headlice**

There is no stigma attached to an outbreak of headlice but as a school, we have a responsibility to try to contain any incidents. Parent(s)/carer(s) are asked to report any cases of headlice so that other parent(s)/carer(s) can be alerted. If we suspect a child has headlice we will inform parent(s)/carer(s) by phone/letter.

Information on treatment of head lice is available from local pharmacies or on the NHS website; [www.NHS.co.uk](http://www.NHS.co.uk)

## **Pupils with ongoing/serious medical conditions**

If your child's condition changes in any way, it is the responsibility of the parent to keep the school informed of this.

## **Pupils who require crutches**

Crutches must have been supplied by a hospital or medical professional in order for your child to use these at school. Parent(s)/carer(s) of pupils who need to use crutches or walking aids, please arrange an appointment and bring in the medical evidence and complete a risk assessment based on your child's needs whilst they are in school.

## **Administration and Management of Medication in school**

### **When the school will agree to administer medicine**

The prime responsibility for the child's health rests with parent(s)/carer(s) who should provide the school with information about their child's medical condition either on admission or when the child first develops the medical need.

Where a child has a long term medical need, a health care plan will be drawn up with the parent(s)/carer(s) and health care professionals.

Similarly, the prime responsibility for administering medication to children who attend school rests with the parent(s)/carer(s). However, we recognise that there are occasions when certain prescribed medication is needed throughout the school day. Only school staff who have completed the full paediatric first aid course are able to administer medication to children provided adequate information is provided. All staff in schools who do this are insured when acting in accordance with this policy.

Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine was not administered during the school day. If a pupil requires medication for a chronic or temporary condition, parent(s)/carer(s) should request that their GP prescribe a dosage which allows for the administration of the medication outside of school hours. However, we recognise that there may be times when this is not possible.

### **We agree to administer prescription medication if the following conditions are met:**

Prescription medication will be administered in school, providing an Administration of Medication form has been completed and has signed by a parent/carer.

We would ask for the first dose to be administered at home (especially if it is the first time a child has been prescribed the medication) to ensure that the child has no reaction to the medication prescribed.

The prescription medication must be clearly labelled from the Pharmacist with the child's name and dosage visible.



Asthma pumps and containers of medication must be labelled by the prescriber on the pump and container.

Any change in dosage or medication must be reported to the school immediately

The school will administer epipen treatment if the need arises to pupils who have a condition requiring such treatment, providing the parent(s)/carer(s) have completed the Administration of Medication form and they have provided an epipen for their child which is in date. The school will not administer treatment with an out of date epipen, nor will it use another child's epipen.

All medication will be stored securely in either the child's classroom or in the school office/refrigerator.

Parent(s)/carer(s) are also very welcome to come (by prior arrangement) into the school to administer medicines/sun at lunch/break times. It is the responsibility of the parent to deliver and collect the medicine to the office each day.

If a child becomes unwell during the day but is well enough to stay in school, following the agreement of the parents, paracetamol, anti-histamine, bite cream and ibuprofen can be administered.

### **Procedures for managing prescription medicines on trips and outings**

Arrangements for taking any necessary medicines will also need to be taken into consideration for any school visit.

Staff supervising excursions should always be aware of any medical needs and the relevant emergency procedure. A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency.

Permission slips, medical forms and contact details will always be carried.

### **How the school will store and record medication**

Medicines brought into school will be stored securely in the classroom or in the school office. If refrigeration is required, it will be stored in the refrigerator in the office.

All medicines should be labelled with pupil name, dose and frequency of administration.

Staff will be aware of where the medication is stored.

The parent/carer will remain responsible for collecting unused or expired medication at the end of each term.

Any out of date medication will be returned to parent(s)/carer(s).

All medication must be brought to the school office and cannot be brought into school by the child

Pupils with a high level of medical need will have a health care plan identifying support provided in school. This will be reviewed regularly and shared with parent/carer.

Medical conditions can also impact a child's emotional well-being; staff will be trained, where appropriate, to give support to a child to help them cope emotionally with their condition.

**Administration of Medication Form**

**Staff will administer medication when you have completed and signed this form.**

**Details of Pupil**

Surname:		Forename:	
Class:		Date of Birth:	
Condition or illness:			

**Medication**

**Medicines must be in the original container, as dispensed by the pharmacy.**

Please fill in/circle as appropriate

<b><u>Name of medication:</u></b>		<b><u>Expiry Date:</u></b>
Has your GP prescribed the medicine?	<b>Yes</b>	<b>No</b> <i>We cannot administer</i>
Has your child taken this medication before?	<b>Yes</b>	<b>No</b> <i>First few doses must be administered at home</i>
When was the last dose administered?		

**Full directions for use**

Amount to be administered? <i>(Give exact measure)</i>		
Have you enclosed a spoon/syringe?	<b>Yes</b>	<b>No</b> <i>We cannot administer</i>
Number of doses to be administered at school per day?		
Times to be administered?		
Are there any side effects that the school need to know about?		
Procedures to take in an emergency		
Do you want the school to continue to administer until the course of medicine has finished?	<b>Yes</b>	<b>No, just today</b> <b>Date:</b>

**Contact details**

Have any of your contact details changed from those the school currently holds?	
<b>Yes</b>	<b>No</b>

If Yes, please provide details:

I understand that it is my responsibility to deliver medicine to Reception and collect the medicine at the end of the day from Reception.

The above information is, to the best of my knowledge, accurate and I give consent to school staff administering medicine in accordance with the school policy. 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.

Print Name:		Signature:	
Relationship to Pupil:			
Date:			

.....  
*To be completed by the school*

**Confirmation of the Headteacher/Deputy Headteacher's agreement to administer medication:**

I agree that the pupil named on the form will be given medicine in accordance with the parental request by

\_\_\_\_\_ (*initials of member of staff*).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

.....  
*To be completed by the school*

**Confirmation of the agreement of staff to administer medication**

I agree to administer the medication according to the details on this form and record the administration of the medicine according to school policies and procedures.

Signed: \_\_\_\_\_

(Member of staff 1)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

(Member of staff 2)

Date: \_\_\_\_\_