



## **SUPPORTING CHILDREN WITH MEDICAL NEEDS – May 2015**

### **Introduction**

Malvern Way Infant & Nursery School is a caring learning community and 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.

If a pupil is deemed to have a long term medical condition, the school will ensure that such pupils can access and enjoy the same opportunities at school as every other pupil. The school, health professionals, parents/carers and other support services will work together to ensure that pupils with medical conditions receive a full education.

### **ROLES & RESPONSIBILITIES**

- **Governing Body:** must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. It must ensure that sufficient staff have received suitable training and are competent before they take on the responsibility to support children with medical conditions.
- **Head Teacher:** must ensure that the school policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. The Head Teacher must ensure that all staff who need to know are aware of the pupil's medical condition. The Head Teacher has overall responsibility for the development of Individual Health Care Plans.
- **Staff:** any member of staff may be asked to provide support to pupils with medical conditions, including the administering of medicines. 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. The school will ensure that staff receive sufficient and suitable training and achieve the necessary levels of competency before they take on responsibility to support pupils with medical conditions
- **Pupil:** pupils with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their individual health care plan.
- **Parent/Carer:** parents/carers should provide the school with sufficient and up to date information about their child's medical needs. Parents/carers are key partners and the school will work in partnership with parent/carers in the development and review of their child's individual health care plan.

## **INDIVIDUAL HEALTH CARE PLANS**

Individual healthcare plans can help to ensure that the school effectively support children with medical conditions and can provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency interventions will be needed.

Where a pupil has an individual healthcare plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. For some pupils this information will be collated on a separate sheet and displayed in appropriate areas of the school.

If a pupil needs to be taken to hospital, staff should stay with the pupil until a parent/carer arrives, or accompany the pupil to hospital by ambulance.

Individual healthcare plans will be reviewed annually or earlier if evidence is presented that the pupils needs have changed.

## **MANAGING MEDICINE ON SCHOOL PREMISES**

Medicines are only administered at school when it would be detrimental to a child's health or school attendance not to do so and when a healthcare plan has been completed.

No child under 16 should be given prescription medicines without their parent's written consent.

The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available inside an insulin pen or a pump, rather than in its original container.

All medicines will be stored safely in the Medical Room (except when advised by health provider otherwise. In these medication is safely stored in the pupils' classroom). Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are readily available at all times. When no longer required, medicines should always be returned to the parent/carer to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

During school trips, the first aider will carry all medical devices and medicines required.

## **RECORD KEEPING**

The school will keep a record of all medicines administered to individuals, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered should be noted.

## Offsite Visits and Special Events

The school will consider what reasonable adjustments might need to be made to enable children with medical needs to participate fully and safely on trips or sporting events. A risk assessment will usually be carried out so that planning arrangements take account of any steps needed to ensure that children with medical conditions are included.

## APPENDIX

### Appendix 1 – Sample Individual Healthcare plan

Signed ..... Head Teacher

Date .....

Signed ..... Chair of Governors

Date .....



Describe medical needs and give details of child's symptoms:

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Daily care requirements: (e.g. before sport/at lunchtime)

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Describe what constitutes an emergency for the child, and the action to take if this occurs: e.g. Swelling of face, pale sweating , wheezing etc.

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Follow up care:

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Who is responsible in an Emergency: (State if different for off-site activities)

(Which adult to contact first?)

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Form copied to:

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## Parental agreement for Malvern Way School to administer medicine

Malvern Way will not give your child medicine unless you complete and sign this form, and the school has a policy that staff can administer medicine

Name of School Malvern Way Infant School

Name of Child: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Class/Form: \_\_\_\_\_

Medical condition/illness: \_\_\_\_\_

All medication to be collected at end of summer term & returned on the first day of term.

### Medicine

Name/Type of Medicine (as described on the container): \_\_\_\_\_

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

Expiry date: \_\_\_\_\_

Agreed review date to be initiated by Mrs E Cole – end of Summer term

Dosage and method: \_\_\_\_\_

Timing: \_\_\_\_\_

Special Precautions: \_\_\_\_\_

Are there any side effects that the school/setting needs to know about? \_\_\_\_\_

Self Administration: Yes/No (delete as appropriate)

Procedures to take in an Emergency: \_\_\_\_\_

Please place medicine in a named box (empty ice cream tubs are ideal) with a photograph of your child and date of birth clearly marked on the front. Two or three additional photographs are required for the classroom and medical room and if it is a dietary need a photograph for the kitchen.

**Contact Details**

Name:

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Daytime Telephone No:

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Relationship to Child:

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Address:

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I understand that I must deliver the medicine personally to Mrs Cole and accept that this is a service that the school is not obliged to undertake.

I understand that I must notify the school of any changes in writing.

Date:

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Signature(s):

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Relationship to child:

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**Confirmation of the Head's agreement to administer medicine**

Name of School **Malvern Way School**

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It is agreed that \_\_\_\_\_ [*name of child*] will receive  
\_\_\_\_\_ [*quantity and name of medicine*] every day at  
\_\_\_\_\_ [*time medicine to be administered e.g. lunchtime or afternoon  
break*].

\_\_\_\_\_ [*name of child*] will be given /supervised whilst he/she takes their  
medication by \_\_\_\_\_ [*name of member of staff*].

This arrangement will continue until \_\_\_\_\_ [*either end date of course of  
medicine or until instructed by parents*].

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

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

*The Head teacher* - Mrs E Cole