



Every child is a unique child

Supporting Pupils with Medical Conditions September 2015

Definition

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

- (a) Short-term: affecting their participation in School activities for which they are on a course of medication
- (b) Long-term: potentially limiting their access to education and requiring extra care and support

Rationale

LAs and 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 and individual procedures may be required.

Short term and frequent absences, including those for appointments connected with a pupil's medical condition, also need to be effectively managed and appropriate support put in place to limit the impact on the child's educational attainment and emotional and general wellbeing.

The employer is responsible for making sure that relevant staff know about, and are, if necessary, trained to provide any additional support these pupils may need.

From September 2014, the **Children and Families Act 2014, Section 100 – 'Supporting Pupils at School with Medical Conditions'**, places a duty on schools to make arrangements for children with medical conditions.

The aim of this Policy is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

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 may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with as much information as possible in relation to the child's condition.

Some children with medical conditions may be disabled. Where this is the case the school will comply their duties under the **Equality Act 2010**. Some children may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN, this guidance should be read in conjunction with the **SEND Code of Practice: 0-25 Years**.

Aims

The school aims to:

- Assist parents in providing medical care for their children, and ensure that parents feel confident that the school will provide effective support for their child's medical condition;
- Educate staff and children in respect of special medical needs;
- Ensure that the Administering of Medications Policy is reviewed at least annually;
- Arrange training for volunteer staff to support individual pupils;
- Liaise as necessary with medical services in support of the individual pupil;
- Ensure access to full education if possible;
- Monitor and keep appropriate records.

Entitlement of the Child

The school accepts that pupils with medical needs should be assisted if at all possible and that they have a right to as full an education as other pupils.

The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support.

Children with medical conditions are entitled to a full education and have the same rights of admission to school as other children.

Staff Responsibility

The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- Choose whether or not they are prepared to be involved;
- Receive appropriate training;
- Work to clear guidelines;
- Have concerns about legal liability;
- Bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

Expectations

It is expected that:

- No child with a medical condition will be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made. However, in line with safeguarding duties, managers and governing bodies will ensure that pupils' health is not put at unnecessary risk from, for example infectious diseases. They therefore will not accept a child in school at times where it would be detrimental to the health of that child or others to do so;
- Children with medical conditions will not be sent home frequently or prevented from staying for normal school activities, including lunch, unless this is specified in their Educational Healthcare (EHC) Plan;
- Staff will not require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues;
- Children will not be penalised for their attendance record if their absences are related to their medical condition eg hospital appointments;
- Staff will listen to and value the views of Parents in relation to their child's medical condition, and follow medical evidence or opinion (although this may be challenged);

- Staff will not prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parents to accompany the child;
- Where parents have asked the school to administer medication for their child, they will follow the procedures as detailed in the **Administering of Medications Policy** and complete a **Parental Consent to Administer Medications** form;
- Staff will consider carefully their response to requests to assist with the giving of medication;
- the school will liaise with the appropriate bodies for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil.

Insurance, Liability and Indemnity

All employees are covered by the Local Authority's Public Liability Policy (please see **Appendix 1**)

Complaints

Any parent that is dissatisfied with the support provided should be given a copy of the school **Complaints Policy**.

Policy Implementation and Responsibilities

The Headteacher is responsible for ensuring that:

- this policy is implemented.
- they liaise with the SENDCO's to ensure that an EHC Plan is formulated as soon as it is known that a child with a medical condition is to be admitted to the school;
- Sufficient staff are suitably trained;
- All relevant staff are made aware of the child's condition;
- Arrangements in case of staff absence or staff turnover are in place to ensure that someone suitable is always available to cover;
- Supply teachers and cover staff receive a full briefing regarding any children with medical conditions.

The Governing Body is responsible for reviewing and amending as necessary, the content and guidance within this policy.

The SENDCO is responsible for:

- The development of EHC Plans;
- The monitoring and amending of EHC Plans.

The Health & Safety Lead is responsible for:

- ensuring that risk assessments for school visits, and other school activities have been carried out prior to the activity taking place.
- appropriate adaptations (including those of a temporary nature) are made to the building as necessary.

Related Policies and Documentation

- The Health and Safety at Work Act 1974
- Children and Families Act 2014, Section 100 – ‘Supporting Pupils at School with Medical Conditions’
- Equality Act 2010
- SEND Code of Practice: 0-25 Years
- Administering of Medications Policy
- Parental Consent to Administer Medications
- Complaints Policy
- Accessibility Plan

Appendices

Appendix 1- Insurance: Liability and Indemnity

Appendix 2 - Model process for developing Educational Healthcare Plans

Appendix 3 - Parental Consent to Administer Medications Form

This Policy and its appendix was approved by Governors on

Review Date: January 2016

Appendix 1

Insurance: Liability and Indemnity for the Administering of Medication

The administration of medicine is covered under the Local Authority's Public Liability Insurance.

Malpractice or maladministration in this area would be considered an injury to the recipient and our public liability insurance covers injuries to third parties:

Section 2 – Cover

The insurer will indemnify the insured in respect of all sums which the insured may become legally liable to pay as damages in respect of:

a) accidental Injury to any person other than an Employee”

If properly trained staff improperly administer medicine then this would be covered.

If staff with no training administer medication at the behest of their management then this would also be covered but the employee and manager could face criminal and civil charges which we would not cover for them.

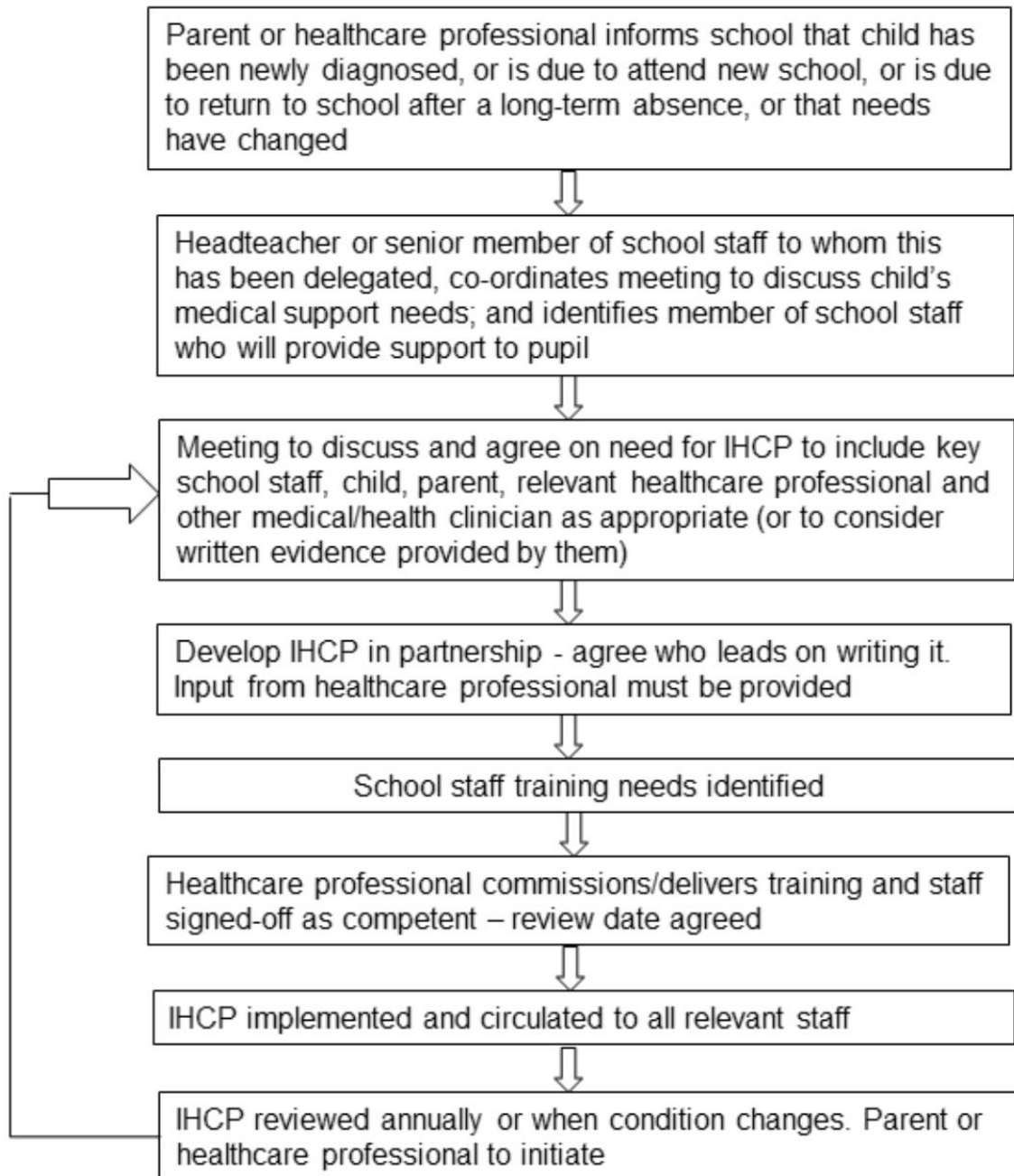
If staff administer without authorisation then this would be covered but the employee could also face criminal and civil charges personally which we would not cover for them.

All claims or potential claims should be reported to the insurance section promptly;

Appendix 2 Developing Educational Healthcare Plans

- EHC Plan reviewed annually or when condition changes - Parent or Healthcare professional to initiate.
- EHC Plan implemented and circulated to all relevant staff.
- Healthcare professional commissions/delivers training and staff signed-off as competent – agree review date.
- School staff training needs identified and arrangements made for providing this.
- Develop EHC Plan in partnership – agree who will take the lead on writing it.
- Input from Healthcare professional must be provided.
- Meeting to discuss and agree on need for EHC Plan. To include key school staff, parent, relevant healthcare professional, and other medical/health clinician as appropriate (or to consider written evidence provided by them).
- Parent or Healthcare Professional informs school that child has been newly diagnosed, or is due to return to school after a long-term absence, or that needs have changed.

Developing Educational Healthcare Plans



PARENTAL AGREEMENT FOR HILLVIEW STAFF TO ADMINISTER MEDICINE

The school & services will not give your child medicine unless you complete and sign this form, and the school & services has a policy that staff can administer medicine.

Name of Service:

Name of Child:

Date of Birth:

Medical condition or illness:

MEDICINE

Name /type of medicine/strength of medicine (as described on the container)

Date Dispensed

Expiry date

Dosage and method:

When to be given (timing):

Number of tablets/quantity to be given to setting:

NOTE : MEDICINES MUST BE IN THE ORIGINAL CONTAINER AS DISPENSED BY THE PHARMACY

Are there any side effects that Hillview need to know about?

Self administration YES/NO

Procedures to take in an emergency:

CONTACT DETAILS

Name

Daytime telephone no.

Relationship to child:

Address:

Name and phone no of GP:

Agreed review date to be initiated by Keyworker:

**Please provide a doctors letter stating condition and medication needed.
Doctors note given to keyworker YES/NO**

I understand that I must deliver the medicine personally to the agreed member of staff team. I accept that this is a service that the school & service is not obliged to undertake. I give consent to Hillview Nursery School & Services staff administering medicine in accordance with school policy. I understand that I must notify Hillview Nursery School and Services of any changes in writing immediately, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

PARENT'S SIGNATURE

PRINT NAME:

DATE:

KEYWORKER'S SIGNATURE:

DATE:

HEADTEACHER'S SIGNATURE:

DATE:

MEDICINE CHART

Parents need to sign this form on a daily basis to confirm that the medication has been given

CHILD'S NAME: _____

DATE	MEDICINE	TIME TO BE GIVEN	DOSAGE	TIME GIVEN	STAFF SIGNATURE	PARENT'S SIGNATURE

Approved by Governors

Signed by

Chair of Governors

Name:

Signature:

Date:

Draft September 2015