



### Definition

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

(a) **Short-term**, affecting their participation in school activities which they are on a course of medication.

(b) **Long-term**, potentially limiting their access to education and requiring extra care and support

It must also be recognised that many medical conditions are hidden with no obvious external signs to what a child is feeling or dealing with.

### Rationale

Schools have a responsibility for the health and safety of pupils in their care. Current H&S legislation 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 so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required. Ladbroke JMI 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.

Current legislation places a duty on schools to make arrangements for children with medical conditions.

**Pupils with medical conditions 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 Nurse, 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 (for example, class mates).

### Aims

- To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits and continue to make progress in line with their peers
- 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

## **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**

Ladbroke JMI 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:

- Choose whether or not they wish to be involved
- Receive appropriate training
- Work to clear guidelines
- Bring to the attention of Senior Leadership any concern or matter relating to the support of pupils with medical conditions

Parents and carers also have the right to at least three review meetings a year to discuss their child

## **Expectations**

It is expected that:

- Parents will inform school of any medical condition which affects their child.
- Using the information provided, school, outside agencies (where relevant) and parents will work together to create a medical plan for a child with long term medical needs
- 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 bring all medication to the school office and ensure that a consent form is completed. No medication will be administered without written consent
- 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
- As a school we 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 medical plan (for example, an inhaler)
- 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 Ladbroke JMI School will ensure full disclosure of relevant medical information, medical plans and support needed in good time for the child's receiving school to adequately prepare
- Medical plans will be written, monitored and reviewed regularly and will include relevant details of medical conditions, how they affect the child, what steps to follow to prevent emergencies and what to do in an emergency situation

### **Procedure**

The Governing Body of Ladbroke JMI School will ensure that an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions. Currently our insurance policy is renewed through Hertfordshire County Council.

### **Information**

Medical plans (see appendix 1) will be written for those children with long term medical conditions. These plans will have their photo and brief description of condition, along with any other necessary information. Copies will be placed in the PPA room, the school office and in the supply handbook for each class. 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 classroom, 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 SIMs records and this information will be provided to class teachers annually.

### **In an emergency**

The majority of members of staff have a basic first aid qualification. In an emergency situation, one of our six paediatric trained first aiders will be called for. 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**

Only essential medicines will be administered during the school day. These will be only those prescribed by a doctor. Parents must submit a written permission slip (appendix 2) 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 (appendix 3) 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. Medical forms are completed prior to the residential trip (appendix 4) and records are kept to show when medication was administered and the dosage.

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 in the Administration of Medicines book (located in the medical room). All medicines will be stored safely. Medicines needing refrigeration will be stored in the medical room 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 will be kept in the medical room. Access to these medicines is restricted to staff members only. Epi-pens are kept in the medical room in a secure cupboard. Staff will record any doses of medicines given in the Medicine book. 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 staff can administer an epi-pen in an emergency. Training for all staff in using Epi-pens takes place annually.

### **Complaints**

Should parents be unhappy with any aspect of their child's care at Ladbroke JMI 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 leadership team, who will, where necessary, bring concerns to the attention of the Headteacher. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using the Ladbroke JMI Complaints Procedure.



**Health Care Action Plan**  
**Ladbroke JMI School**



Child's name:		
Class:		
DOB:		
<u>Address:</u>		
<u>Doctors Details</u>		
Mum's Contact details:	Other Contacts	
<u>Medical Condition:</u>		
<u>Definition of Medical Condition</u>		
<u>Physical Signs</u>		
<u>Action to be taken In An Emergency:</u>		
<u>Parent/Carer Signature</u>		



## LADBROOKE JMI SCHOOL



### **Parental agreement for school/setting to administer medicine**

The school/setting will not give your child medicine unless you complete and sign this form.

#### Child's Details

Name of Child:			
Date of Birth:		Class:	
Medical condition/illness:			

#### Medicine Information

Name/Type of Medicine (as described on the container):	
Date dispensed:	
Expiry date:	
Review date to be initiated by <i>Mrs Saunders</i>	
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)

#### Parental Contact Details

Name:	
Daytime Telephone No:	
Relationship to Child:	

I understand that I must deliver the medicine personally to Mrs Saunders or Mrs Hammett and accept that this is a service that the school/setting is not obliged to undertake. Medicines should be in their original packaging.

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

Signature:		Date	
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#### School's Agreement

As a school we agree to administer the medication outlined above

Signature:		Date	
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FORM OV 5 (CSF4256)

**INDIVIDUAL RISK ASSESSMENT**

**Establishment:** Ladbrooke JMI School

**Visit:**

<b>Name of Individual:</b>	
<b>Date of Birth:</b>	

1. **Risk to self** (Please describe potential risky behaviours, vulnerabilities, or other characteristics as specifically as possible)

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2. Circumstances, situations, triggers which are likely to increase risk to self:

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3. Detail action necessary/strategies required to minimise risk to self:

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<b>Signed:</b>	<b>Name:</b>	<b>Date:</b>
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<b>FORM OV 7A (CSF4258)</b>  <b>PARENTAL CONSENT FORM</b>
<b>Establishment:</b>

**To be completed by group leader/organiser**

Visit:		
Group Leader:		
Date of Visit:	From:	To:
Is a photograph of participant required:	Yes / No	

**To be completed by the parent/adult responsible for a child/young person.**

<b>Child/Young Persons Full Name:</b>	
<b>Date of Birth:</b>	
Does the above person: <ul style="list-style-type: none"> <li>• Have a medical condition requiring medical treatment or medication? <span style="float: right;">Y/N</span></li> <li>• Have an allergy to certain medications? <span style="float: right;">Y/N</span></li> <li>• Is he/she able to administer his/her own medication? <span style="float: right;">Y/N</span></li> </ul>	
Please give details of medical condition/treatments or allergies to medications below:	
Has he/she been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may become contagious or infectious? <span style="float: right;">Y/N</span> If yes, give details:	
Does he/she have any special dietary requirements? <span style="float: right;">Y/N</span> If yes, give details:	
I wish to draw the following to the group leader's attention (e.g. allergies, phobias, travel sickness, toileting difficulties, sleep walking, recent operations or treatments, other conditions which may affect fitness to participate in certain activities):	
<b>SWIMMING ABILITY</b> If water based activities are planned, please detail the child/young persons swimming ability below:	

<b>EMERGENCY CONTACT INFORMATION</b>		
	MAIN	ALTERNATIVE
Name:		
Relationship:		
Address:		
Telephone Numbers:	Day:	
	Evening:	
	Other:	

  

<b>FAMILY DOCTOR DETAILS</b>
Name:
Address:
Telephone Numbers:

<b>DECLARATION:</b> I have received and understood the details of the visit.	
I agree that (full name of child/young person) _____:	
<ul style="list-style-type: none"> <li>• can participate in the visit and activities described;</li> <li>• can be transported in the private vehicles of staff/volunteers supervising the visit;</li> <li>• is in good health and fit to participate in the activities described;</li> <li>• can receive medical treatment as necessary.</li> </ul>	
I undertake to inform the group leader as soon as possible of any change in medical circumstances.	
I acknowledge the need for the person named above to behave responsibly and agree to the establishment's procedures in this respect.	
Signed:	Name in Capitals:
Relationship	Date:
Address:	
Postcode:	
Telephone No:	
Where required, has a passport sized photograph been attached:	Yes <input type="checkbox"/> No <input type="checkbox"/> Not required <input type="checkbox"/>

**THIS FORM OR A COPY MUST BE TAKEN BY THE GROUP LEADER ON THE VISIT. A COPY SHOULD BE RETAINED BY THE EMERGENCY CONTACT.**

The declaration on this form must be signed by someone with parental responsibility for the child/young person.