



## **POLICY FOR SUPPORTING CHILDREN WITH MEDICAL CONDITIONS**

**2023 - 2024**

**"To go further than we thought  
To run faster than we hoped,  
To reach higher than we dreamed,  
To become the best we are able to be."**

At Helmshore Primary School, we are committed to being a fully inclusive school and take regard of all relevant legal requirements to ensure that arrangements are in place to support pupils with medical conditions, so that they have full access to education, including school trips and physical education. It is the Governing Bodies responsibility to ensure these arrangements are in place.

Many pupils have a medical condition at some point that affects their participation in school activities. This may either be on a short-term basis or a long-term medical condition that may, if not managed appropriately, limit the child's access to education. Teachers are not required to administer medication and it is the decision of the governing body that they should not do so.

This policy does not replace the procedures already adopted in school for emergency situations.

We aim to

- Minimise disruption to pupils' education
- Develop staff knowledge and training in all areas necessary to support pupils
- Ensure we develop purposeful links with all relevant outside agencies
- Ensure safe storage and administration of agreed medication
- Become a fully inclusive school.

This policy relates to pupils who have a recognised medical condition, and have ongoing and long term needs which may require an Individual Healthcare plan in school. In such cases, a care plan will be drawn up in line with DCSF and LA recommendations and will be the shared responsibility of school staff, parents, school nurse and any other relevant

professionals. The Individual Healthcare Plan will be reviewed annually or earlier if evidence is presented that the child's needs have changed.

This policy does not cover short-term illness and related medication, eg: antibiotics, paracetamol etc. These types of medication will not be administered in school ~ it is the responsibility of parents/carers to do so. Any pupil who is unwell should not attend school until they are well enough to participate fully in school life.

#### Identification

We will work with parents and medical professionals to ensure we have specific protocols in place as soon as the child starts school. This may take the form of information-sharing, developing specific care plans, organising training, employing new staff or reorganising classroom facilities.

We will also send out questionnaires regularly to ensure our records are up to date.

#### Provision and Organisation

We follow LA and DSCF Guidance regarding supporting pupils with medical conditions in school. This policy will be used in conjunction with the guidance to provide a management strategy to fully support the needs of all staff, pupils and parents. The Headteacher will arrange training regarding specific conditions which will be delivered as and when required to all relevant staff. General training on awareness of medical conditions and medication implications will occur annually, in parallel with First Aid training, to ensure that relevant staff are competent before taking on the responsibility to support children with medical conditions. The school nurse also provides support for staff and families.

Pupils are not allowed to carry any medication in school, either prescribed or non-prescribed, including items such as cough sweets. This ensures that no pupil is able to have someone else's medicine.

Medication, including Epi-pens will be stored in a designated medicine cabinet, fridge or in certain circumstances the school office. Inhalers are stored in the relevant class teachers' cupboards and all other relevant staff, including supply teachers are made aware of their location. Medication stored in school is regularly checked to ensure it is in date.

#### Roles and Responsibility

Management of this policy in school is the responsibility of the Headteacher, Mrs C A Myers and the Governing Body. The SENCO, Mrs J Perry will manage the policy on a day-to-day basis and ensure all procedures and protocols are maintained. All trained staff will be made aware of protocols and procedures for specific pupils in school through attending training provided, and reading care plans devised for individual pupils.

We have a register of pupils with medical conditions in school and this is updated regularly and amended as appropriate so that all relevant staff are aware of particular needs. Cover arrangements are in place for staff absence to ensure that someone appropriately trained is always available.

### Other support

Outside agencies will be regularly contacted to support and advise school in the devising and management of this policy. These agencies include:

- School nursing service
- Appropriate medical specialists
- Reedley Hall
- Health and Social Care
- Lancashire Education Inclusion Service
- Specialist support groups
- Lancashire Parent Partnership
- SEN Support and Education, Health and Care Plans
- Educational Psychology Team
- Lancashire Safeguarding Children's Board
- Hospital teachers
- Access Team

### The Administration of Medication in School.

- Prescribed medication will only be accepted in school for pupils with long-term medical needs, who have an Individual Healthcare Plan.
- Medication will not be accepted in school without complete written, signed instructions from the parent/carer, as contained in an Individual Healthcare Plan.
- Arrangements must be in place in regards to written permission from parents and the Headteacher/SENCO for medication to be administered by a member of staff or self-administered by the pupil during school hours.
- Written records are maintained of all medication administered to children.
- School can provide parents/carers with details of when medication has been administered to their child
- The Headteacher will, in principle, accept responsibility for identified members of staff giving or supervising pupils taking long term prescribed medication during the school day, where those members of staff have agreed to do so.
- Each item of medication must be delivered in its original container and handed to the Teacher or to the school office administrators.
- Where a pupil travels to school with an escort, parents/carers should ensure that the escort is informed of any medication sent with the pupil, including medication for administration during respite care.
- Each item must be clearly labelled with the following information:
  - Pupil's name
  - Name of medication
  - Dosage & frequency
  - Date of dispensing
  - Storage requirements
  - Expiry date
- School will not accept items of medication in unlabelled containers
- Unless otherwise indicated, all medication, clearly labelled will be kept in a designated medicine cabinet, fridge or in certain circumstances the school office.

- It is parent/carers' responsibility to notify school of any changes in dosage or medication, or the discontinuation of the pupil's need for the medication
- Staff must not give prescription medicines to pupils or undertake healthcare procedures outlined in Healthcare Plans without the necessary training from the School Health Service.
- School will make every effort to continue administration of medication to a pupil whilst on visits off school premises, even if additional arrangements are required. However, there may be occasions when it may not be possible to include a pupil in a school visit if appropriate supervision cannot be guaranteed. It is best practice to carry out risk assessments for school visits, holidays and other school activities outside of the usual school timetable.
- Pupils with asthma and ADHD are the only pupils in school encouraged to self medicate, under supervision. Parents/carers will be asked to confirm their child's need to carry an inhaler, which should be clearly labelled with the pharmacy prescription label and expiry date. Inhalers will be kept in a designated place, easily accessible, in their classroom, and taken with the Class Teacher when undertaking PE lessons, swimming and after school activities. Parents will be advised by text message/e mail when an inhaler is due to expire so that a replacement can be brought into school.
- Staff are not able to administer or oversee the administration of medication on a short term basis.

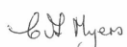
Children are given full access to the curriculum irrespective of age, faith, gender, sexual orientation, race and disability.

### Complaints

Parents who are dissatisfied with the support provided should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, a formal complaint can be made via the school's complaints procedure.

### Monitoring and Evaluation

This policy will be reviewed in September 2024 and updated as necessary. Staff will regularly receive opportunities to discuss and evaluate the management of procedures and protocols in school. The policy will also be made available to families.

Signed:  Headteacher

Signed:  Chair of Governors

Date: September 2023