



## The Orchards School Supporting Children with Medical Needs Policy

Policy Version			
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## The Dunham Trust's Vision, Aims and Ethos

### Together we will

Challenge the ordinary  
Promote individuality  
Be advocates for change

Across our schools we encourage cross-collaboration and the sharing of best practice. We believe that we are able to help our schools and their young people to aspire to, and achieve, success. We are committed to ensuring that every child and young person has a pathway to succeed and that:

- gives the best possible start in life
- equips them with creativity, spirit and confidence
- enables individuals to appreciate life and equip for further learning
- supports the child in becoming a responsible citizen and contribute to the local community
- celebrates the individual

The Dunham Trust aims to contribute positively to the self-improving school-led system in education across this locality. We believe in true collaboration; working in partnership, investing in people and building capacity for long term, sustainable success. There is both the expectation and opportunity for collaboration across individual Trust schools.

### The five schools in The Dunham Trust are:

#### **Acre Hall Primary School**

Barton Clough Primary School

Elmridge Primary School

The Orchards

Lime Tree Primary **Academy**

The Dunham Trust is a growing Trust with very clear educational aims and expectations. One of The Trust's primary aims is to transform the schools within The Trust into sustainable learning communities. We want to create a community of good and outstanding schools with the highest aspirations. The skills and expertise that exist within The Trust will ensure that our academies and young people aspire to, and achieve, success. We achieve this through a well-structured School Improvement Programme which is supported by The Trust's two Teaching Schools.



**The Orchards School**  
**Supporting Children with Medical Needs Policy**

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## 1. Aims

This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

The governing board will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making the appropriate staff aware of the child's medical needs and what is expected of them in order to support the child.
- Making sure there are staffing cover arrangements to ensure someone is always available to support pupils with certain medical needs.
- Providing supply teachers with appropriate information about the policy and relevant pupils
- Developing and monitoring individual healthcare plans (IHPs)

The named person with responsibility for implementing this policy is **Helen O'Brien**. While the head teacher has overall responsibility for pupils with medical conditions, some responsibilities have been delegated to **Nikki Caley** as the School Medical and First Aid Coordinator.

Due to the nature of difficulties of some of the pupils at The Orchards, we recognise that many pupils are more likely to have medical conditions which could impact on their education development and progress both academically and emotionally. We understand that medical conditions impact on children's ability to learn, their confidence, self-esteem and ability to care for themselves. They affect children's educational attainment, impact on their ability to integrate with their peers and in turns influences general wellbeing and emotional health. Equally, we know that 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. In addition to the educational impacts, there are social and emotional implications associated with medical conditions. Children may be self-conscious about their condition and some may develop secondary emotional disorders. Parents and carers of children with medical conditions are often concerned that their child's health may deteriorate when they attend school. Children with complex medical conditions may require on-going support, medication or care while at school to help them manage their condition and keep them well. Other children may require emergency care if their condition unpredictably or rapidly deteriorates while they are in school. It is vital that parents have confidence in the school's ability to provide effective support for their child and that their child feels safe. This policy sets out the arrangements we have at The Orchards School to ensure all pupils at the school with medical conditions are properly supported and have full access to school life and all the educational and wider opportunities we offer.

Our specific aims are

- To ensure all children with medical conditions, in terms of physical and mental health are properly supported in school so they can play a full and active role in school life, remain healthy and achieve the highest standards
- To focus on the needs of individual children with medical conditions so they can access and enjoy the same opportunities at school as other children
- To ensure parents and carers feel confident that the school will provide effective support for their child's medical condition and that all pupils feel safe
- To seek, listen to and act appropriately on the views of parents, carers and pupils with medical conditions
- To establish effective relationships with appropriate health services in order to seek and fully consider any advice they offer in terms of supporting children with medical conditions
- To ensure staff are properly trained to provide the support that pupils in their care need
- To meet the requirements of the statutory guidance, 'Supporting pupils at school with medical needs' (April 2014)

## **RELATED POLICIES**

- SEN Policy and Local Offer
- Behaviour Policy
- Anti-Bullying Policy
- Child Protection Policy
- Attendance Policy
- First Aid
- Health & Safety Policy
- Asthma policy

## **2. Legislation and statutory responsibilities**

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: Supporting pupils at school with medical conditions.

This policy also complies with our funding agreement and articles of association.

## **3. Roles and responsibilities**

### **3.1 The Governing Body, Staff, Parents/ Carers**

The governing board has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

### **3.2 The Head of School**

The Head of School is the person with overall responsibility for implementing this policy. The role will be fulfilled by working closely with SLT, the medical co-ordinator and staff with responsibility for administering medication. In the event of absence, the school has arrangements in place. The Deputy Head of School will undertake the overall responsibility and is trained to administer medication.

The Head of School in liaison with the Medical Coordinator to ensure:

- All staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and all individual healthcare plans (ICPs), including in contingency and emergency situations
- Take overall responsibility for the development of ICPs
- Make sure that school staff are appropriately trained and are clear about their role when support pupils with medical needs.
- The school liaises with the school or Trafford school nursing service.
- Robust and quality assured systems are in place for recording and storing information about a child's medical needs.
- Ensure that all staff are fully debriefed on the medical needs within the class prior to starting as part of their induction
- Ensure that any child with medical needs is suitably supported by an experienced and trained member of staff during absence of key worker and/or during induction.

### **3.3 School staff**

Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines. Although administration of medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach. The roles below apply to permanent and supply staff

- School staff supporting children with medical needs receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.
- Teachers who have pupils with medical needs in their class must take action to understand the nature of the condition and when and where, the pupil may need extra attention. They should be aware of the likelihood of an emergency arising and what action to take if one occurs
- Each class has a profile document which briefly outlines the medical needs of children in that class in accordance with GDPR guidance. These are stored in the classroom in class files and can be made available to governors at any time. It is the staff's responsibility to read these and request any support during induction.

- The school uses a medical tracker system which stores an individual care plan for every child at The Orchards School. It is the responsibility of all staff to ensure these documents are kept up to date. Nikki Caley is responsible for inputting data/ updating information on care plans. She should be notified of any changes to medical conditions or medication in the first instance.
- Staff have shared responsibility to make sure information is accurate and reviewed regularly with families and relevant medical agencies.
- Staff must alert the Head of School and First Aid and Medical Coordinator to any changes in medical needs immediately.
- Staff must only administer medication, if they have had appropriate training. Staff members who are trained to administer medication are Nikki Caley and Helen Walker.
- NC/ HW are responsible for the recording of any administration of medicine or medical needs on the school's medical tracker.
- It is the responsibility of parents/ carers to ensure school are given the correct information and medications during the admissions period. It is the responsibility to inform the school of any changes or updates to this information in the first instance. This includes any short term medical interventions that are needed. The school cannot accept responsibility for meeting the medical needs of a child without the correct and up to date information and the necessary medication/ equipment to do so.

### **3.4 School Nurses**

The community nursing team is responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they will do this before the child starts at the school. They support staff on implementing a child's Individual Care Plan (ICP) and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs.

### **3.5 Other Health Professionals**

The school will receive support, information and advice as necessary from the following in conjunction with meeting the needs of pupils with medical needs:

- The local health authority
- The school health service
- The school nurse
- The general practitioner (with the consent of the child's parents)
- The community paediatrician

### **3.6 Parents/Carers**

Parents/carers must provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents/ carers are key partners and should be involved in the development and review of their child's ICP. Parents/ carers are accountable to carry out any course of action agreed by themselves and school at an ICP review in order to keep the child safe and well i.e provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

### **3.7 Local Authorities**

Under Section 10 of the Children Act 2004, the commissioners of school nurses have a duty to promote co-operation between the Governing Body, clinical commissioning groups and NHS England, with a view to improving the well-being of children in relation to their physical and mental health and their education. Local authorities are responsible for providing support, advice and guidance, including suitable training for school staff to ensure that the support specified within individual healthcare plans can be delivered effectively. Local authorities should work with schools to support pupils with medical conditions to attend full time. Where pupils would not receive a suitable education in a school setting because of their health needs, the local authority has a duty to make other arrangements.

## **4. Child's role in managing their own medical needs**

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 and comply with, their PSP if deemed appropriate.

Following discussions with parents, children who are competent should be encouraged to take responsibility for managing their own medical procedures. This should be reflected in their care plan. Whenever possible, children should be encouraged to access their medication for self-medication quickly and easily. These children will require some level of supervision. If this is not appropriate, relevant staff should help to administer medicines and manage procedures further.

## **5. Staff Training**

All staff providing specialist support to pupils with medical needs will receive appropriate training provided by either the school nurse, community nursing team or SENAS team. Any further requirements recommended in the development/review of care plan will be acted on as soon as possible and advice regarding type/ level of training required by the healthcare professional/ service team will be followed and kept up to date.



## **6. Short term medical needs**

At times, it may be necessary for a child to finish a course of medication at school. However, where possible, parents will be encouraged to administer the medicine outside school hours. School staff will not give non-prescribed medication to children except in special cases at the complete discretion of the Head of School. All medication given will be recorded by the member of staff administering the medication together with the member of staff overseeing the medication being given.

## **7. Implementation of the Policy**

Important areas of practice

- The Head of school is ultimately responsible for ensuring that this policy is embedded into school and that practice reflects the guidance set out in this document.
- There are two members of staff fully trained who are able to administer medications required on a daily/frequent basis.
- It is the school's aim to have all support staff trained to use/oversee any specialist equipment, however as a basis, there should be 5 staff fully competent.
- An overview of medical needs can be found on the class profile document and stored in more detail on Medical Tracker system. This system be updated every time medicine or first aid is administered. Individual Care Plans (ICP's) will be reviewed frequently by the Medical Coordinator.
- Pupils with medical conditions are clearly identified on 'risk/analysis forms' for educational out of school activities and residential visits and individualised risk assessments are completed and signed by the class teacher, parent and a member of the Senior Leadership Team.
- Individual Care Plans (ICP's) are shared and reviewed annually with parents.
- It is the Head of Schools responsibility to ensure that practice reflects current guidance and legislation. Training will be provided to staff in the appropriate time frame in order for them to carry out duties safely and in accordance with any relevant guidance.
- It is the responsibility of Nikki Caley (The schools Medical Co-ordinator) to ensure all medications are stored and logged in accordance with training standards.
- This policy is available on the staff share folder and is on the school website.

## **8. Record keeping**

All records are kept securely on the online 'Medical Tracker' system. Daily/ongoing records are kept of all medicines administered to children on the Medical Tracker. The Class profiles will only contain will contain brief information about medical needs for children in that class in accordance with GDPR guidance.

## **9.1 Individual Care Plans (ICP's)**

These documents capture in depth medical and care information. They are stored on the school's online system Medical Tracker. The plans are vital in ensuring up to date and accurate information is stored centrally and can be accessed by the staff team. The plans act as a tool for information sharing with families and other professionals on a 'needs to know' basis. It is the staff's responsibility to read the plans and put into place required actions.

Individual Care Plans (ICP's) are written by the school's medical co-ordinator in collaboration with parents/ carers of the child. Information is sourced from the family of the child, other appropriate practitioners/ medical agencies and/or up to date information passed to the school i.e. from previous school, provision. Those who may need to contribute to the plan are:

- The Head of School
- The parent or guardian
- The school medical co-ordinator
- The school nurse
- Class teacher
- Teaching assistant
- School staff who have agreed to administer medication or be trained in emergency procedures SENAS Inclusion Services
- The school health service, the child's GP or other health care professionals

Individual Care Plans (ICP's) provide clear information about:

- The medical condition, it's triggers, signs, symptoms and treatments
- The resulting needs of the pupil, e.g. access to toilet facilities, dietary requirements, access to facilities and equipment
- Specific support that may be required including how absences will be managed; risk management plans and extra support guidance.
- Clear guidance and procedures i.e. the administration of that particular medication
- Who will provide support and any training needs including cover arrangements in the event of absence
- Who requires access to information about the child's medical plan including confidentiality issues
- What to do in an emergency.

## **9.2 Confidentiality**

The school will treat medical information confidentially. During the admissions period a member of SLT will collect information about the child's overall health as well as a detailed medical history. This will be the starting point for the school's Individual Care Plan being written. This information will only be shared with the key persons named above in section 9.1.

## **9. Managing medication**

- Where practical, the parent or child will be asked to bring in the required dose each day.
- Any medicine accepted by school to be administered and stored onsite must be in the original box and have a pharmacist label on it clearly stating the name of the medication, the strength, the child's name, the child's date of birth, the date of issue, the expiration date, the dosage, the details about how it should be administered and the pharmacist's initialled signature to confirm it has been dispensed and checked for quality assurance.
- It is the Head of Schools responsibility alongside the medical co-ordinator to ensure the necessary paperwork is completed and monitored for medication used in the short term as well as medication administered over a longer period of time.
- Pupils (where possible) should know where their medication is stored
- Asthma inhalers are allowed to be carried by the pupils.
- Space inhalers are stored in the medical room (not locked away)
- Other medicines are kept in a secure place not accessible to pupils
- Parents/carers may collect medicines held at school at the end of term/ half term if they wish. It is the parent's /carers responsibility to ensure the medication is returned to school of the first day of the new term/ half term. Alternatively, parents/ carers can agree with the school for that medicine to be stored onsite during the school holidays.
- Parents/ carers are responsible for disposal of date expired medicines.

## **10. Hygiene/Infection control**

Staff should receive basic hygiene training from school nurse and adhere to practice guidelines set out in the school's infection control audit. It is the school's responsibility to ensure PPE equipment i.e. protective disposable gloves is provided and that hand washing facilities, sanitizer stations and appropriate storage is made available for staff to administer medication safely at school. It is the schools site manager's responsibility to ensure any clinical waste or medical sharps are disposed of correctly.

## **11. Emergency procedures**

It is the responsibility of the class team working with the child to know the emergency procedure in relation to medication/ emergency medication. All staff know how to call the emergency services. In addition, four staff have Paediatric First Aid Training. All children who have medication administered at school will have a ICP which details clearly the procedure to follow in an emergency situation. A pupil taken to hospital by ambulance will be accompanied by a member of staff until the pupil's parents/ carer's arrive. Parents/ carers will be informed of the emergency situation by the school at the earliest possible point in time (see Health and Safety policy and the First Aid policy)

## **12. Unacceptable practice**

- Although school staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable practice to:
- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- Assume that every child with the same condition requires the same treatment
- Ignore the views of the child or their parents; or ignore medical evidence or opinion, although this may be challenged
- Send children with medical conditions home frequently or prevent them from staying for normal school activities including lunch, unless this is specified in their individual healthcare plans
- If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to, in order to manage their medical condition effectively
- 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. No parent should have to give up working because the school is failing to support their child's medical needs, or:
- Prevent children from participating or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parent to accompany the child

## **13. Complaints**

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

## **14. Review of Policy**

The implementation of this policy will be monitored by the Heads of School, who will make an annual report to the Local Governing Body of that school.

**Date of writing: Updated 09/10/18**

**Date of next review: October 2019**

**Approval by The Dunham Trust**

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

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

Review date: \_\_\_\_\_

**End of policy statement**