



Supporting Pupils with Medical Conditions Policy (November 2023)

Statement of intent

Lawn Manor Academy will ensure that arrangements are in place to support pupils with medical conditions. In doing so it will ensure that such children can access and enjoy the same opportunities at school as any other child. This policy has been developed in line with government guide lines 'Supporting pupils at school with medical conditions' (December 2015).

Overall Responsibility:

The colleague with named responsibility for overseeing pupils' medical needs and how they are best met is the school's SENDCO (Special Educational Needs and Disability Coordinator) Helga Maddock, supported by the School Nurse and the Principal First Aiders. Together they will:

- Coordinate training and information provision for a pupil with a medical need to ensure that sufficient staff are suitably trained.
- Ensure appropriate risk assessments and reasonable adjustments are undertaken for any pupil with a medical need who will be on a trip and other activities outside the classroom where this is needed.
- Implement and monitor individual healthcare plans (IHCPs) including liaison with external healthcare professionals/agencies as required.
- Brief teachers as required, allowing all teachers access to the list of pupils with IHCPs.
- Ensure in the event of staff absence appropriate cover is in place.
- Ensure there are staff trained who will administer medication.
- Ensure there are sufficient numbers of staff who will administer first aid if necessary.
- Undertake training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- Familiarise themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.
- Work collaboratively with all those involved; school staff, health care professionals, local authority, parents/carers and pupils to ensure the needs of pupils with medical conditions are effectively met.

Supporting a child with a medical condition during school hours is not the sole responsibility of one individual:

- The Governing body will ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life.
- Parents/carers should provide the school with sufficient and up to date information about their child's needs. They should be involved in the development and review of their child's IHCP and should carry out any action they have agreed to as part of the implementation of the IHCP
- Pupils should be fully involved in the discussions about their medical support needs and contribute as much as possible to the development of, and comply with their IHCP.
- School staff should take into account the needs of pupils with medical needs that they teach. They should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Any member of school staff may be asked to provide support to pupils with medical conditions including the administering of medicines, although they cannot be required to do so. Any members of staff asked to provide support to pupils with medical needs will receive suitable

training. Annual refresher training is commissioned from the School Nurse in line with the needs of the cohort.

Individual Health Care Plans – (See appendix 1)

Purpose of an Individual Health Care Plan

The purpose of an individual IHCP is to identify the level of support that is needed at the School for a pupil with medical needs who is unable to attend the School without assistance with medication or support of a medical nature. A written agreement with parents/carers clarifies for staff, parents/carers and the pupil the help that the School can provide.

Which Children Require Individual Health Care Plans?

Most children will have a medical need at some point during their academic life that requires medication to be given in school. This may be to finish a prescribed course of antibiotics or to take Paracetamol. A detailed plan is not required for short term needs of this nature as long as there are parental/carer consent systems in place for administering the drug and that a system is in place for recording having administered the medicine.

Children who do require an IHCP will have a significant and long term medical condition and meet at least one of the following criteria:

- Have a need for School staff to volunteer to provide some prescribed intervention of a nature not normally associated with school staff.
- Have a need for School staff to be alert to recognise potential emergency situations and know what action to take.
- Have a need for School staff to be aware of medical implications for certain areas of the curriculum such as PE.

These will be drawn up by the School Nurse to reflect individual need. The following will be taken into account when deciding on what information to include:

- The medical condition, its triggers, signs, symptoms and treatments.
- The pupil's resulting needs including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environment issues, for example crowded corridors, travel time between lessons.
- Specific support for the pupil's educational, social and emotional needs for example how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions.
- The level of support needed (some children will be able to take responsibility for their own health needs) including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring.
- Who will provide this support, their training needs and expectations of their role and confirmation of their proficiency to provide support for the child's medical needs from a health care professional; and cover arrangements for their absence.
- Who needs to be aware of the pupil's condition and the support required.
- Arrangements for written permission from parents/carers and the Headteacher for medication to be administered by a member of staff or self-administered by the pupil during school hours, (see appendix 2).
- Separate arrangements or procedures required for school trips or other activities outside of the normal school timetable what will ensure the child can participate e.g. risk assessment and reasonable adjustment.
- Where confidentiality issues are raised by the parent/child the designated individuals to be entrusted with the information about the child's condition.

- Emergency provision and contacts and contingency arrangements.

The School Nurse will provide a list of all pupils in the School with medical needs. The list with photographs of the relevant pupils is shared with staff during whole school CPD and briefings and a list is provided for Planning and Assessment (PA) folders. Where appropriate staff are advised to have a copy of the pupil's IHCP in their P&A folder. An up to date list of pupils with IHCP is available on the school's shared drive and indicated on individual pupil's MIS Arbor entries. All IHCP are reviewed annually by the School Nurse and re-circulated to staff.

How will the children who would benefit from an IHCP be identified?

The IHCP will be reviewed as part of the transition process from primary to secondary. Eligible children will therefore have an IHCP on moving to Lawn Manor. Details of new IHCPs for pupils joining Lawn Manor Academy mid-term or for a new diagnosis are shared with staff via round robin and staff briefing notes within two weeks. It is recommended that the detail of the plan is reviewed at the beginning of the first year to ensure that the arrangements are working.

Medication

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the pupil must complete and sign a parental agreement for the School to administer medicine. 'Consent form for Lawn Manor Academy to administer Medication' see appendix 2.
- No pupil will be given any prescription or non-prescription medicines without written parental consent.
- Medicines **MUST** be in date, labelled, and provided in the original container. **Medicines which do not meet these criteria will not be administered.**
- Medications will be stored in the Student Support office and are monitored by the Principal First Aiders.
- Written records will be kept of any medication administered to pupil.

First Aid arrangements

There is no legal requirement for schools and academies to provide first aid care for pupils. However, the School recognises first aid care for its pupils is important. It has made sure its arrangements cover the needs of pupils as well as other visitors to the School.

Lawn Manor has designated first aiders. The list of qualified first aiders is published and updated regularly. It is displayed around the School and a copy can be obtained from reception.

All Lawn Manor staff are regularly invited to complete online refresher First Aid training.

If there is a serious injury or illness the main task of the trained first-aider is to take charge of the situation. They will decide whether an ambulance should be summoned. Only the first-aider should call for an ambulance. This avoids multiple calls to the emergency services and helps make sure the best and quickest care is arranged. However, if it is an emergency and a first aider is not present do not delay calling emergency services for help. See appendix 6 Contacting the emergency services

The Principal First Aider should be informed when an injury occurs. If a pupil requires treatment, the Principal First Aider will make sure that parents/carers are notified.

It is highly desirable for a responsible adult to accompany any pupil taken to hospital. This person would normally be a parent/carer. However, **urgently needed medical treatment must not be delayed while waiting for the arrival at the School of parents/carers.**

The School's first aiders are responsible for administering emergency first aid. They will make the person who has been hurt as comfortable as possible.

Parents/carers have prime responsibility for their child's health.

Parents/carers:

- Should give the School details of any health issues. Additional information may be given by the pupil's doctor.
- Supply information about medicines that their son/daughter needs to take at the School. Let the School know of any changes to the prescription or the support needed.
- Authorise and supply appropriate pain killers for their son/daughter's use if he/she suffers regularly from acute pain such as migraine. The School has a policy on administering medicine which will tell you more about how this is organised.

The School is responsible for:

- Ensuring that pupils with medical needs receive proper care and support at the School, including managing medication.
- Implementing the Governing Board's policy and for developing detailed procedures, including administration of medication.
- Agreeing arrangements with the pupil (where he/she has the capacity) or otherwise the parent/carer, who should have access to records and other information about their son/daughter.
- Ensuring staff volunteering to help pupils with medical needs receive proper support and training where necessary.
- Making sure that medicines are stored safely.
- Day-to-day decisions about administering medication.
- Making sure that all parents/carers are aware of the School's policy and procedures for dealing with medical needs.
- Agreeing with the parents/carers of a pupil with medical needs, exactly what support the School can provide, ensuring that the individual needs of each pupil are met with a full assessment of how medical needs impact on the pupil's learning.
- Training all teachers so they are able to best support any pupil with a medical need.

Teachers who have pupils with medical needs in their group should:

- Understand the nature of the condition, and when and where the pupil may need extra attention, making use of information provided by the pupil's parents/carers, health professionals and any IHCP (Individual Health Care Plan).
- Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.

All staff have to:

- Be aware of the likelihood of an emergency arising and what action to take if one occurs.
- Be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures.
- Know who is responsible for carrying out emergency procedures in the event of an urgent situation (Principal First Aider).
- Ensure parents/carers are made aware of the need to notify the School of pupil's medical needs at admission.
- Pay full attention to the medical needs of any pupil and how their needs are best met so they can fully support each pupil in their learning.

Unacceptable practice:

The Governing body of Lawn Manor Academy will ensure staff do not:

- 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 for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- 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 parents to accompany the child.

Complaints procedure:

Where parents are not happy with the support their child is receiving in school initially they should discuss their concerns directly with the school. If parents are not satisfied with the school's response they should follow the school's usual complaints procedure.

See also

Administration of Medication Policy

Special Educational Needs and Disabilities Policy

Complaints procedure.

Reviewed and updated by Assistant Headteacher Personalised Learning & SENDCo November 2023

Approved by Headteacher November 2022



School Nursing Service
Supporting Children in School with Medical Needs
Individual Health Care Plan
(Epilepsy – Administration of Buccal Midazolam (Epistatus))

Name:
Address:
Date of Birth:
School: **Class:**
Review Date:
Emergency Contact Number: (1)
(2)
General Practitioner:
Hospital Contact:
Date of Health & Safety Risk Assessment (To be carried out by school):

Description and duration of a seizure requiring medication:

Would seizure require any medication in school?

Midazolam buccal liquid is dispensed as Epistatus (10mg in 1ml)

In the event of a seizure lasting longer than **minutes**, prepare to administermg of Midazolam (..... ml.).

(School staff should protect themselves from contact with body fluids by wearing gloves for this procedure)

Midazolam must be administered slowly into the side of his/her mouth, between the teeth and cheeks.

If appropriate place on his/her side in the recovery position and stay with him/her until help arrives.

Call for an ambulance. Contact parents.

Names of school staff who have received training and who volunteer to administer emergency buccal Midazolam:

(1)

(2)

(3)

(4)

Date of Staff Training Session:

Midazolam will be stored:

Expiry Date:

(It is parents / carers responsibility to ensure that Midazolam is 'in-date' and replaced if used)

Disposal of Waste:

The used syringe should be given to the ambulance staff for disposal.

Follow up care:

Please inform the school nurse following any emergency action to allow evaluation and reassessment of the health care plan and staff training needs.

I understand that I must deliver the Midazolam personally to an agreed member of staff and accept that this is a service that the school is not obliged to undertake.

Please be advised that the school may need to enter this information onto a secure internal database, in order to ensure that all staff have access to your Childs' medical needs while he/she is in school

Signature (s).....

Date:

Relationship to pupil.....

Young persons signature (if appropriate)

.....

Date:

Head Teacher.....

Date:

Community Public Health Nurse.....

Date:

Copy to: Parents, School, Consultant / GP

Parent Information Booklet Given:

Appendix 2

Parent/Guardian consent form for Lawn Manor Academy to administer medication

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

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Appendix 3

Record of medicine administered to an individual child

Name of school/setting	
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

C: Record of medicine administered to an individual child (Continued)

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Appendix 4
Record of medicine administered to all children

Name of school/setting

Lawn Manor Academy

Date	Child's name	Time	Name of medicine	Dose given	Any reactions	Signature of staff	Print name

Appendix 5
Staff training record – administration of medicines

Name of school/setting	
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date

Appendix 6
Contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone

