



Park View School
Together We Grow Stronger

Park View School

Supporting Pupils with Medical Conditions

Reviewed on: 06/10/2021
Next review date: October 2022
Authorised by Chair of Governors

Signature:.....*N. Fraser*.....

Name: Noreen Fraser

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Statement of intent

This statement of intent should be signed and dated by both the head teacher and chair of the governing body, and then displayed where it can easily be seen within the school.

Park View School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the DfE's guidance released in April 2014: Supporting pupils at school with medical conditions.

Ofsted places a clear emphasis on meeting the needs of pupils with special educational needs and disabilities (SEND), and this includes children with medical conditions.

At Park View School, we aim to: re-engage students in learning and develop their skills for life.

This will be achieved by:

1. Everyone feeling safe in all aspects of work

The safety, education and welfare of our students and our staff, are our priorities and this must be reflected in our thoughts, actions and environments.

2. Identifying and meeting the needs of students in our community

Outstanding teaching and support, high quality advice and support are the foundations to positive outcomes. All staff are accountable for the quality of the relationships and experiences provided for children and young people. All staff must be totally committed to the continuous improvement in raising standards.

3. Working together by ensuring strong partnerships with parents, carers, Students, schools, services and communities

A home/school/community partnership with open communication is Essential in providing each student the support needed to be Successful. Each parent/carer is a welcomed partner in providing a high quality education to his/her child. Partnership input into every aspect of what we do as a school is absolutely essential to everyone's success. Sharing expertise through leadership, partnership and teamwork.

4. Maintaining the highest of expectations

All students must be understood, encouraged and supported to exceed their level of learning, for life. Personalisation and differentiation is to include all students; therefore, every attempt has to be made to match the diverse learning styles. The focus of all activities must be on providing quality experiences which engages them in meaningful learning.

All staff must be continuous learners. They must be disciplined, with disciplined thought and disciplined action. All resources (time, people, space, information, budget and technology) must be used effectively, efficiently and continuously evaluated to improve the quality of education provided for our students.

5. Personalising a curriculum offer that engages, challenges and inspires

Our purpose is to ensure that each student develops the capacity to think, reason and accept each other. All students develop those understandings, skills and habits of the mind which make it possible to participate fully in the life of our diverse society and changing culture. Curriculum becomes the diet of life. How we feed the curriculum is dependent on individuals and a thorough understanding of their changing and diverse needs.

Head Teacher – Dave Borrell: _____ Date: _____

Chair of Governors – Noreen Fraser: _____ Date: _____

1. Key Roles and Responsibilities

The local authority (LA) is responsible for:

- Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- Providing support, advice and guidance to schools and their staff.
- Making alternative arrangements for the education of pupils who need to be out of school for 15 days or more due to a medical condition.
- Providing suitable training to school staff in supporting pupils with medical conditions to ensure that Individual Healthcare Plans (IHCPs) can be delivered effectively.

The governing body is responsible for:

- The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Park View School.
- Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- Keeping written records of any and all medicines administered to individual pupils and across the school population.
- Ensuring the level of insurance in place reflects the level of risk.

The head teacher is responsible for:

- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Park View School
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of a child's medical condition.
- Developing IHCPs.
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.

- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- Contacting the school nursing service in the case of any child who has a medical condition.
- Organising first-aid training.

Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.
- Mrs Annemarie Burgess and Mr Paul Collins are responsible for administering medication.

School nurses are responsible for:

- Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- Liaising locally with lead clinicians on appropriate support.

Parents and Carers are responsible for:

- Keeping the school informed about any changes to their child/children's health.
- Completing an IHCP form before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up-to-date.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, developing the HCP for their child in collaboration with the Head Teacher, other staff members and healthcare professionals.

2. Definitions

“Medication” is defined as any prescribed or over the counter medicine.

“Prescription medication” is defined as any drug or device prescribed by a doctor.

A “staff member” is defined as any member of staff employed at Park View School, including teachers.

3. Training of Staff

Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction.

Teachers and support staff will receive regular and ongoing training as part of their development.

Teachers who undertake responsibilities under this policy will receive the following training externally:

- First Aid in the Work Place
- Emergency First Aid
- Medicines Awareness for Schools

The clinical lead for this training is the Deputy Head Teacher

No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering medication.

No staff member may administer drugs by injection unless they have received training in this responsibility.

The Deputy Head Teacher will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

4. The Role of the Child

Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.

Where possible, pupils will be allowed to carry their own medicines and devices.

Where this is not possible, their medicines will be located in an easily accessible location.

If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.

Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.

5. Individual Healthcare Plans (IHCPs)

Where necessary, an IHCP will be developed in collaboration with the pupil, parents/carers, Head Teacher, Special Educational Needs Coordinator (SENCO) and medical professionals.

IHCPs will be easily accessible while preserving confidentiality.

IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.

Where a pupil has an Education, Health Care Plan (EHCP) or special needs statement, the IHCP will be linked to it or become part of it.

Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

6. Medicines

Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.

No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.

Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.

No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.

Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.

A maximum of two weeks supply of the medication may be provided to the school at one time.

Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.

Medications will be stored in the Medical Room. Any medications left over at the end of the course will be returned to the child's parents. Pupils will never be prevented from accessing their medication.

Park View School cannot be held responsible for side effects that occur when medication is taken correctly.

7. Administering Medication

Teachers and support staff will receive training on the Administering of Medication Policy as part of their new starter induction and will receive regular ongoing training as part of their development.

Medications will only be administered at school if it would be detrimental to the child not to do so. Prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement.

Staff members may refuse to administer medication. If a class teacher refuses to administer medication, the Head Teacher will delegate the responsibility to another staff member.

Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.

Written records will be kept of any medication administered to children.

Medication Errors

Medication errors may be due to administering:

- wrong medication
- to the wrong pupil
- at the wrong time
- via the wrong route
- wrong dose
- out of date medication

In the event that medication has been administered incorrectly or the procedures have not been correctly followed, then the following procedure will be implemented:

- Ensure the safety of the child. Normal first aid procedures must be followed which will include checking pulse and respiration.
- Telephone for an ambulance if the child's condition is a cause for concern.
- Notify the Head Teacher/Person in Charge.
- Contact the child's Parents/Carers as soon as practicable.
- Contact the child's GP/Pharmacist for advice if necessary. (Out of hours contact NHS Direct).
- Document any immediate adverse reactions and record the incident in the child's file/Care Plan
- Head Teacher to complete an AR2.
- Head Teacher to commence an immediate investigation about the incident, inform Health and Safety and where applicable, inform any relevant regulatory body. Statements should be taken from staff.
- The medication administration record sheet will reflect the error.
- Child's parent/carer/guardian will be informed formally in writing.

8. Emergencies

Medical emergencies will be dealt with under the school's emergency procedures. Where an IHCP is in place, it should detail:

- What constitutes an emergency?
- What to do in an emergency.

Pupils will be informed in general terms of what to do in an emergency, such as telling a teacher.

If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

9. First aid

Park View School accepts its responsibilities under the Health and Safety (First Aid) Regulations 1981.

The Head Teacher will ensure that an annual risk assessment of first aid needs is undertaken, appropriate to the circumstances of the school and the supporting of pupils with medical conditions.

The Head Teacher is responsible for organising first aid training. New staff members are offered first aid training as part of their induction. Unless first aid cover is part of a staff member's contract of employment, people who agree to become first aiders should do so on a voluntary basis. Lunch time supervisors will also undertake first aid training.

The Medical room is the school's medical room and meets the DfE guidance specifically to:

- Be large enough to hold the necessary equipment.
- Have washable surfaces and adequate heating, ventilation and lighting.
- Be kept clean and tidy at all times.
- Be positioned as near as possible to a point of access for transport to hospital.
- Display a notice on the door advising of the names and location of first aiders.
- Have a sink with hot and cold water, if possible.
- Have drinking water and disposable cups.
- Have soap and paper towels.
- Have a suitable container with disposable waste bags.

The school has 1 first aid cabinet and medical fridge, which can be found in the Medical Room. This cabinet contains prescribed drugs. A sufficient number of suitable provisions to enable the administration of first-aid can be found in reception.

The school has 3 travelling first aid kits (1 for each mini bus) for use during school trips and off-site visits, which are stored in reception. The school has 1 travelling first aid kits for use during off-site visits when walking or using a car.

First aid supplies are updated half termly by the first aiders (or as the need arises). First aiders will be made aware of any pupils with medical conditions and treat them accordingly, should the need for first aid arise.

The main duties of the first aiders are to give immediate help to casualties with common injuries and those arising from specific hazards or medical conditions at the school, and ensure that an ambulance or other professional medical help is called where appropriate.

The Head Teacher will ensure that procedures are in place to report any major or fatal injuries without delay (e.g. by telephone), as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Other reportable injuries will be reported within 10 days.

All staff should ensure that they have read the school's First Aid Policy and signed the training record to say they have done this.

10. Reasonable Adjustments

Park View School will meet its duties under the Equality Act 2010.
Park View School will make reasonable adjustments for pupils with medical conditions, including the provision of auxiliary aids.

11. Avoiding unacceptable practice

Park View School understands that the following behaviour is unacceptable:

- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents.
- Ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school.
- Sending the pupil to the medical room or school office alone if they become ill.
- Penalising pupils with medical conditions for their sickness/attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

12. Insurance

Teachers who undertake responsibilities within this policy are covered by the school's insurance.

Add details of the insurance arrangements your school has in place which cover staff providing support to pupils with medical conditions.

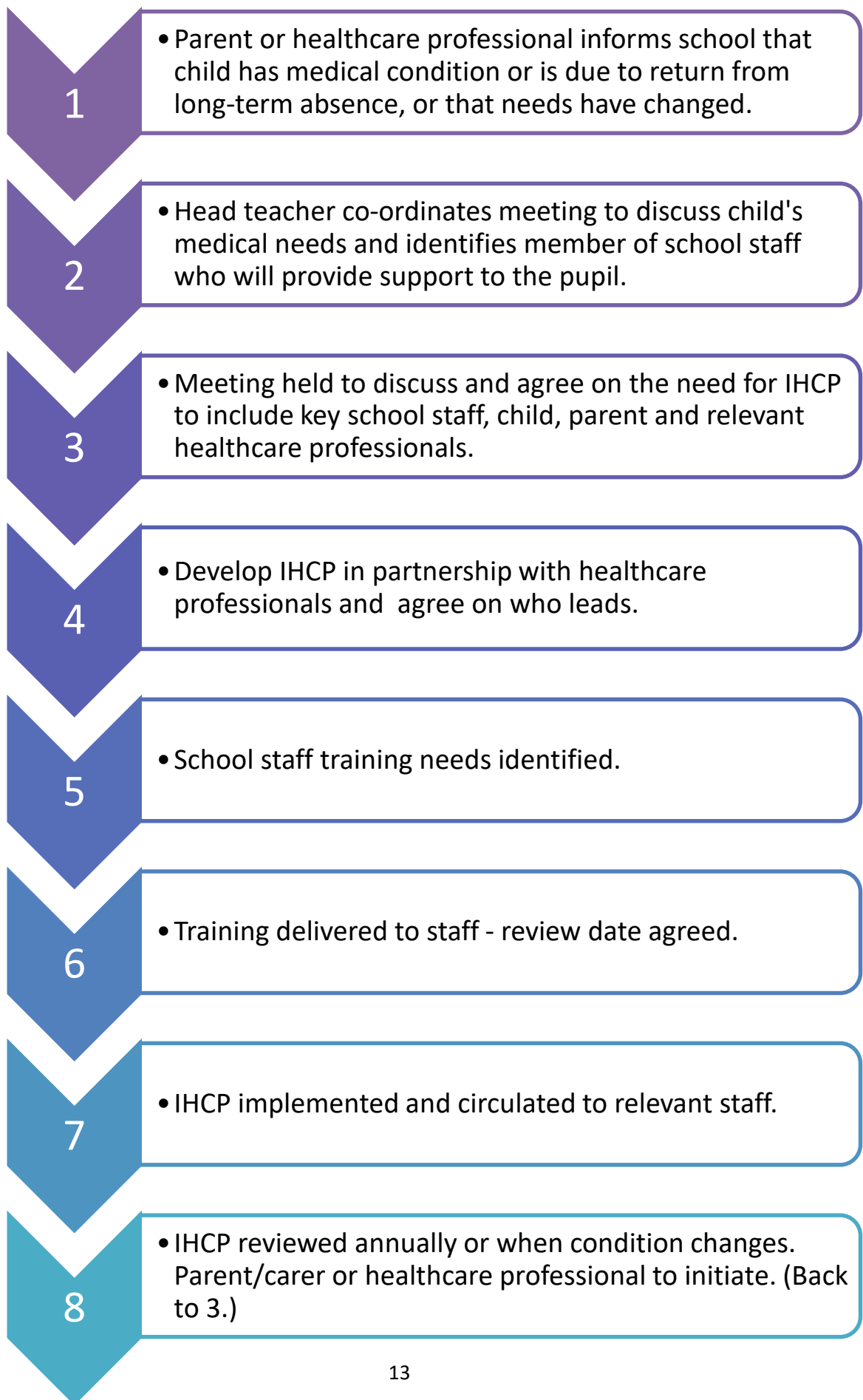
Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Head Teacher.

13. Complaints

The details of how to make a complaint can be found in the Complaints Policy:

- Stage 1 - Complaint Heard by Staff Member
- Stage 2 - Complaint Heard by Head teacher
- Stage 3 – Complaint Heard by Governing Bodies' Complaints Appeal Panel (CAP)

Appendix 1 - Individual healthcare plan implementation procedure



Appendix 2 - Individual Healthcare Plan template



Park View School
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Individual Healthcare Plan – Park View School

| Name | Date of Birth | Address |
|------|---------------|---------|
| | | |

| Description of medical condition and symptoms | Medication required | Medication regime/dose | Person responsible for administering medication |
|---|---------------------|------------------------|---|
| | | | |

I would like my son/daughter to keep his/her medicine on him/her for self-medication (and used appropriately) YES NO

| Adverse reactions | What to do in an emergency |
|-------------------|----------------------------|
| | |

EMERGENCY CONTACT DETAILS

| | | | |
|------------------------------|----------------|------------------------------|----------------|
| Name | Mr/Mrs/Miss/Ms | Name | Mr/Mrs/Miss/Ms |
| Relationship to young person | | Relationship to young person | |
| Home phone number | | Home phone number | |
| Work phone number | | Work phone number | |
| Mobile phone number | | Mobile phone number | |

| | |
|---------------------------|--|
| Name of Doctor/Consultant | |
| Address | |
| Telephone Number | |

| | |
|--------------|-----------------|
| Date of Plan | |
| Review Date | Annually |

| | |
|--|--|
| Head Teacher signature | |
| <i>The above information is accurate (to the best of my knowledge and I give the school consent to administer medicine in accordance with the school's policy. I will inform the school immediately if there is any change to this information</i> | |
| Parent/Carer signature | |
| Person responsible for administering medication signature | |

PARENT/CARER AGREEMENT

I understand that I must deliver any medication personally to the Head teacher in the original packaging as produced by the pharmacy, which clearly states correct name, dosage etc. **I accept that this is a service the school is not obliged to undertake.**

It has been explained to me that should school experience any difficulties administering essential medicines to my child then it may be necessary for me to attend school to discuss this and I may be required to take my child home.

I understand that I must notify the school of any changes to my child's health, medication regime or support needs in writing.

I give my consent to school to discuss any confidential matters regarding my child's health needs with other professionals - should it be considered in the best interests of my child.

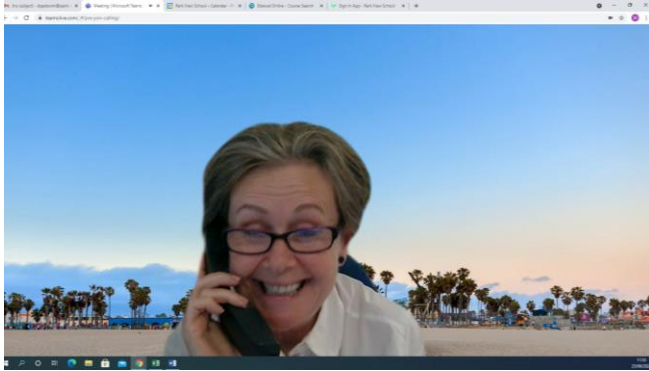
I give my permission for my child's height, weight, vision and hearing to be monitored and tested by health care staff whilst at school.

Signed: (Parent/Carer) _____ Date: _____

HEAD TEACHER AGREEMENT TO PLAN

I agree to the student named on this plan receiving the named medication and/or the additional support identified. This arrangement will continue until either the course of medication ends, the parent/carer or prescriber instructs me to end it or the students support needs change.

Signed: _____ Date: _____



Appendix 3 – Record of medicine administered to an individual child template

Record form for individual pupil medication

Name of school: Park View School

Student Name: _____

Address: _____

| Date | Name of person who brought in medication | Medication | Exp Date | Amount Supplied | Tablet or capsule or liquid | Dosage Regime |
|------|--|------------|----------|-----------------|-----------------------------|---------------|
| | | | | | | |
| | | | | | | |

Register of Medication Administered

| Date | Medication | Amount Given | Amount Left | Time | Administered by | Comments/Action |
|------|------------|--------------|-------------|------|-----------------|-----------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

- Member of staff to read medication policy before administering any medication
- List of current students who take medication inside the locked cupboard door along with the medication records
- Take out red file and complete record form for individual pupil medication for each student

Record form for individual pupil medication

Name of school: Park View School

Student Name: Joe Bloggs

Address: Temple Park Road, NE34 0QA

| Date | Name of person who brought in medication | Medication | Exp Date | Amount Supplied | Tablet or capsule or liquid | Dosage Regime |
|----------|--|-----------------------------------|----------|-----------------|-----------------------------|---------------|
| 09 05 16 | Dad - Mr Bloggs | Methylphenidate - Tranquilyn 20mg | 06/2018 | 30 | Capsules | 1 @ lunch |

Register of Medication Administered

| Date | Medication | Amount Given | Amount Left | Time | Administered by | Comments/Action |
|----------|-----------------|--------------|-------------|-------|-----------------|-----------------|
| 09 05 16 | Methylphenidate | 1 | 29 | 12 30 | A. Burgess | |

- Fill cup of water for each student to take with the medication
- Put each tablet in thumb sized cup with student name on it.
- Lock medication cupboard and administer medication.

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 (add 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 by (add 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.

- Your telephone number – 0191 454 1568
- Your name.
- Your location as follows: Park View School
Temple Park Road
South Shields
NE34 0QA
- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.

Put a completed copy of this form by the phone.

Appendix 7 - Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent,

RE: DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will include (add details of team). Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible. If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I (or add name of other staff lead) would be happy for you contact [me/them] by email or to speak by phone if this would be helpful.

Yours sincerely,

Dave Borrell
Head Teacher

