



Medical Needs Policy

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| Governing Board with Responsibility | Full Governing Board |  |
| Reviewed/Revised | Summer 2021 | |
| Date of Next Review | Summer 2022 | |
| Agreed by Governors | 09.06.2021 | |
| Additional Notes | This policy should be reviewed on an annual basis. | |

Rationale

Section 100 of the **Children and Families Act 2014** places a duty on governing boards of maintained schools, proprietors of academies, and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions. This policy is based on the Statutory Guidance from the Department for Education published in April 2014.

Key Principles of the Guidance

1. Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
2. Governing boards **must** ensure that arrangements are in place in schools to support pupils at school with medical conditions.
3. Governing boards should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

Definition of Medical Conditions

For the purpose of this policy, pupils with medical conditions are considered to be:

1. Children with chronic or short term medical conditions involving specific treatments or forms of supervision during the course of the school day
2. Children with severe allergies (for example, resulting in anaphylactic shock)
3. Sick children, including those who are physically ill or injured or are recovering from medical interventions
4. Children with identified mental health problems.



Vision and Values

We will do everything reasonably and practically possible to ensure that pupil's with medical conditions have full access to the curriculum and all the normal school activities including school trips and PE.

Through co-operation with health professionals, parents and the delivery of appropriate training, the school will develop an understanding of how a particular medical condition impacts on a child's ability to learn, including the social and emotional aspects of having a medical condition. At the same time every effort will be made to increase the confidence and independence of children with medical conditions and promote self-care.

Roles and Responsibilities

The Role of the Governing Board

- The Governing Board will ensure that arrangements are in place to support pupils with medical conditions and in doing so they will ensure that children with medical conditions can access and enjoy the same opportunities as any other child at the school.
- Princess Frederica C of E Primary School, the local authority and health professionals will work together to ensure that children at the school who have medical conditions receive as broad and balanced an education as the rest of their peer group.
- The Governing Board will ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life.
- The Governing Board will ensure that their arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school.
- The Governing Board will ensure that staff are properly trained to provide the support that pupils need.
- The Governing Board will ensure that the school's admission arrangements do not, in any way, discriminate against children with medical conditions (who are entitled to a full education and have the same rights of admission to school as other children). This means that no child with a medical condition will be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made. However, in line with their safeguarding duties, governing boards should ensure that pupils' health is not put at



unnecessary risk from, for example, infectious diseases. They therefore do not have to accept a child in school at times where it would be detrimental to the health of that child or other children if they do so.

- The Governing Board will ensure that the arrangements they put in place are sufficient to meet their statutory responsibilities and will ensure that policies, plans, procedures and systems are properly and effectively implemented and monitored. This aligns with their wider safeguarding duties.

The Role of the Head Teacher

- The head teacher will ensure that the school's policy is developed and effectively implemented with all stakeholders and partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.
- The head teacher will ensure that the well-being of children with medical conditions is at the forefront when planning lessons and school activities
- With the support of the Governing Board the head teacher will ensure that children with medical conditions are included in all aspects of school life and are free from any kind of discrimination because of their medical condition
- The head teacher will ensure that information about children with medical conditions is shared appropriately on a 'need to know' basis, but that the child's confidentiality and privacy are respected at all times.
- The head teacher will ensure that any member of staff who carries out medical procedures for children is appropriately trained and insured.
- The head teacher will also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.
- The head teacher will ensure that individual healthcare plans are developed to support pupils with medical conditions and that these plans are appropriately implemented and monitored and reviewed.
- At Princess Frederica School the responsibility for developing, implementing and monitoring and reviewing these plans will be delegated to a named person who, under the direction of



the Head Teacher, will have the day to day responsibility for the care and welfare of pupils with medical conditions in the school.

The Named Person at Princess Frederica Primary School is Mr Anthony Richards as Head Teacher.

Day to day responsibility/provision is with Ms Patricia Amponsah.

Contact Details:

Anthony Richards: arichards@princessfrederica.com

Patricia Amponsah: pamponsah@princessfrederica.com

The Role of the Named Person

- The named person will be the person with whom parents/carers will discuss particular arrangements to be made in connection with the medical needs of a pupil
- The named person will ensure that information about medical conditions is collected and collated from parents of children entering the school. All parents/carers will be asked to complete an admissions form giving full details of their child's medical condition, regular medication, emergency medication, emergency contact numbers, name of family doctor, details of hospital Consultants, allergies, special dietary requirements etc.
- The named person has responsibility for passing on information to the relevant members of staff
- The named person will liaise with health professionals and arrange training for school staff as appropriate
- In conjunction with parents and health professionals the named person will develop individual healthcare plans for pupils with medical conditions (see Appendix 1)
- In conjunction with the head teacher, teaching staff and parents, the named person will ensure that these plans are implemented, monitored and reviewed
- In the case of staff absence or staff turnover the named person will work with the head teacher to ensure that someone is always available to implement the healthcare plans.
- The named person will ensure that supply teachers are fully briefed
- The named person will ensure that risk assessments for school visits, holidays and other school activities are carried out as required



- The named person will work with parents and teachers to reintegrate children with medical conditions back into school after long periods of absence.

The Role of Parents and Carers

Parents hold key information and knowledge about their children and have a crucial role to play. The school will work in partnership with parents and involve them in decision making.

- **Parents are asked to inform the school immediately if they are informed by health professionals that their child has been diagnosed with a medical condition.**
- Parents are asked to keep the school informed about any changes in the treatment their children are receiving, including changes in medication.
- Parents should inform the school immediately if their child's medical condition is going to necessitate a period of absence from school, including appropriate medical certificates where these are required.
- Where an absence exceeds 15 working days, the school will inform the Education Welfare Service, so that alternative arrangements for education can be made until the child is ready to return to school. Parents will need to provide the school with a letter from a medical Consultant containing details of the medical condition or intervention and information about the estimated period of absence.

The Role of Teaching and Support Staff

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. Although administering medicines is not part of teachers' professional duties, it is hoped that they will take into account the needs of pupils with medical conditions that they teach. School staff will receive sufficient and suitable training and have achieved the necessary level of competency before they are expected to take on the responsibility for supporting children with medical conditions. Once adequately trained, any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

- School staff have a responsibility to know which children with whom they work have medical conditions
- School staff have a responsibility to ensure that healthcare plans are implemented for those children



- School staff have a responsibility to request training for themselves if they do not feel confident in dealing with any given medical condition or situation

Administration & Storage of Medication in School

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so
- If a child has an Individual Health Care Plan any medication **MUST** be administered in accordance with the plan
- No child should be given prescription or non-prescription medicines without their parent's written consent
- Should a pupil need to receive medication during the school day, parents/carers will be asked to come into school and personally hand over the medication to an administrator in the main school office. The medication should be in the container as prescribed by the doctor and as dispensed by the pharmacist with the child's name, dosage and instructions for administration printed clearly on the label.
- If children require daily medication, parents are asked to ensure that there is always an adequate stock in school
- If a child needs to receive medicines on a regular basis this **must** be recorded in the Individual health Care Plan. Medication that does not form part of the plan should **not** be administered
- The form 'School Medication Consent Record' (see Appendix 2) should be completed by the parent/carer. This will be kept on the pupil file and a copy in the relevant school office.
- A record of the administration of each dose will be kept **in Ms Amponsah's room** and will be signed by the member of staff who administered the medication.
- Reasons for any non-administration of regular medication should be recorded and the parent/carer informed on that day. A child should never be forced to accept a medication. "Wasted doses" (e.g. tablet dropped on floor) should also be recorded.

Unacceptable Practices:

The following are considered to be unacceptable practice at Princess Frederica Primary School:

- Prevention of children from easily accessing their inhalers and medication and administering their medication when and where necessary
- Assuming that every child with the same condition requires the same treatment



- Ignoring the views of the child or their parents; or ignoring medical evidence or opinion (although this may be challenged)
- Sending children with medical conditions home frequently or preventing them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans
- If a child becomes ill, sending them to the school office or medical room unaccompanied or with someone unsuitable
- Penalising children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments - these absences are authorised
- Preventing pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Requiring 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
- Preventing children from participating, or creating unnecessary barriers to children participating, in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.



Appendix 1

Individual Health Care Plan for a Pupil with Complex Health Needs at School

Date form completed _____ Date for review _____

Reviewed by _____ Date _____ Changes to Individual Health Plan Y/N

Reviewed by _____ Date _____ Changes to Individual Health Plan Y/N

Reviewed by _____ Date _____ Changes to Individual Health Plan Y/N

Copies held by _____

Section 1 Information about the Pupil

Name of Pupil _____ Date of Birth _____ M/F Class _____

Ethnicity _____ (and Religion if relevant in terms of treatment)

Address _____

_____ Postcode _____

Section 2 Information about the Medical Condition

Brief description of the condition (Signs & Symptoms)

How does the condition impact on the school day? i.e. What tasks or activities does the pupil need extra help or support with?

What sort of things could make my condition worse (triggers/ things to avoid)?



Section 3 Day to Day Management of the Condition

What sort of support does the pupil need on a day to day basis in school (including the administration of medication where applicable)

Details of Medication that needs to be taken in school on a regular basis:

Medication 1

Name/ type of medication (as described on the container):

Dose and method of administration:

(the amount taken and how the medication is taken, e.g. tablets, inhaler, injection)

When it is taken (time of day)?

Are there any side effects that could affect this pupil at school?

Are there any contraindications (signs when this medication should not be given)?

Self-administration: can the pupil administer the medication themselves?

(Delete as appropriate) Yes / No / Yes but with supervision from:

Medication expiry date:

Medication 2

Name/ type of medication (as described on the container):

Dose and method of administration:

(the amount taken and how the medication is taken, e.g. tablets, inhaler, injection)

When it is taken (time of day)?

Are there any side effects that could affect this pupil at school?

Are there any contraindications (signs when this medication should not be given)?

Self-administration: can the pupil administer the medication themselves?

(Delete as appropriate) Yes / No / Yes but with supervision from:

Medication expiry date:



What sort of support/ special considerations does the pupil need on off-site trips?

Section 4 Action Plan in the Case of an Emergency

What needs to be done and by whom in the event of an emergency arising as a result of the pupil's medical condition (please give as much detail as possible including details of emergency medication to be administered)?

- 1. What signs or symptoms indicate an emergency for this pupil?*
- 2. What immediate action needs to be taken by those present if these signs or symptoms appear?*
- 3. Who needs to be informed?*

Section 5 Contact Details

Family Contact 1 Name _____ Relationship with Child _____

Phone (day) _____ Phone (evening) _____

Family Contact 2 Name _____ Relationship with Child _____

Phone (day) _____ Phone (evening) _____

Family GP

Name _____ Phone _____

Specialist Contact

Name _____ Phone _____

Princess Frederica CE
College Road, London, NW10 5TP
Phone: 0208 969 7756



VA Primary School
Head Teacher – Mr A Richards
Email: admin@princessfrederica.brent.sch.uk

Section 6 Parental Agreement

I agree that the medical information contained in this plan may be shared with individuals involved with my child's care and education (this includes the emergency services). I understand that I must notify the school of any changes immediately and in writing. I agree to supply the necessary medication to be administered to my child in school as required. I understand that the school will make the necessary medication storage arrangements. I agree that (if age appropriate) my child can keep their medication with them for use when necessary.

Signed (Parent) _____ Date _____

Print name _____



Appendix 2

SCHOOL MEDICATION CONSENT FORM

Child's Name

D.O.B.

Class

Name and strength of Medication

How much to give (i.e. dose to be given)

When to be given

Any other instructions

Number of tablets/quantity given to school

NB: MEDICATION MUST BE IN THE ORIGINAL CONTAINER, AS DISPENSED BY THE PHARMACY WITH CLEAR INSTRUCTIONS ON HOW MUCH TO GIVE.

Telephone no. of parent/carer.....

Name of G.P.

G.P.'s telephone Number

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

Parent's/Carer's signature

Date.....

Print Name:.....