

# Lindley CE Infant School

## Medical Needs Policy

January 2018

Name of Policy Writer/Amendments	Date Written/Amended	Next Review Date
S Poole/J Balmforth	January 2018	January 2021

## Learning Together: Achieving Together

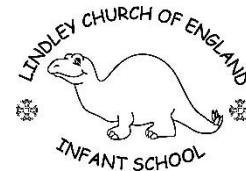


Respect  
Friendship  
Trust

Our school is an inclusive community.  
It is a place where everyone is valued and all achievements are praised, celebrated and encouraged. All children are inspired to develop their unique God given talents in a safe, happy and caring environment.

### Aims:

- *Through a strong set of Christian values, children and adults are encouraged to respect themselves. They are taught to respect the rights and needs of others, thereby equipping them with the skills and attitudes to become successful global citizens of the future.*
- *To support children in developing a reflective approach to life and sensitivity to all God's creation by providing an awareness and experience of the living Christian faith through our strong Christian ethos.*
- *To support all children in reaching their full potential by providing a personalised education.*
- *To treat everyone with equality and fairness*
- *To have high expectations in a secure, friendly and caring atmosphere that rejoices in effort and success but where it is safe to make mistakes.*
- *To provide children with excellent learning experiences ensuring that learning is fun and exciting.*
- *To promote the health and well-being of our pupils and staff through a well planned, creative curriculum in an environment that promotes healthy lifestyle choices.*
- *To encourage and value the contributions that adults make to the education and care of our children.*
- *Through our firm Christian foundation we encourage the school and wider community to work together in partnership, promoting community cohesion whilst strengthening and enriching the life of the school.*



## **Introduction**

Lindley CE Infant School is an educationally inclusive school where the learning and teaching, achievements, attitudes and well-being of every young person matter.

## **Equal opportunities**

The governors and staff are committed to providing the full range of opportunities for all pupils. The school promotes equality of education for all which includes all the protected characteristics covered under the Equality Act 2010 as well as other aspects which have the potential to discriminate against or to devalue any individuals within our community. All pupils have access to the curriculum, and the right to a learning environment which dispels ignorance, prejudice or stereotyping.

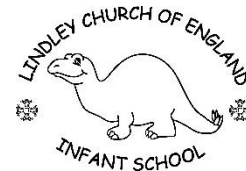
## **Rationale**

At Lindley CE Infant School we ensure that children with medical conditions are properly supported so that they have full access to education, including school trips and physical education. The aim is to ensure that all children can play a full and active role in school life, remain healthy and achieve their academic potential. This is in line with the Department of Education's (DfE) 'Supporting pupils at school with medical conditions' statutory guidance December 2015 and Section 100 of the Children and Families Act 2014.

All staff have a duty of care to follow and co-operate with the requirements of this policy including the statement that all medical information will be treated confidentially. Where children have a disability, the requirement of the Equality Act 2010 will apply. Where children have an identified special need, the SEND Code of Practice January 2015 will also apply.

## **Principles of best practice:**

- Children should have easy access to inhalers and medication when required.
- Staff should never assume children with the same condition require the same treatment.
- The views of the pupils and/or their parents will always be taken into account as will medical evidence and opinion.
- Pupils will be included in school activities as far as possible and staff will always consult with parents where their condition might change their involvement in activities.
- All pupils known to have a medical condition should always be accompanied by another pupil or member of staff.
- Due consideration will always be given to the attendance records of pupils with medical conditions.
- School will always consult with parents on matters regarding medication and medical issues including toileting. However parents will never be made to feel obliged or forced to attend school to administer medication or provide medical support.
- All children with medical issues will be encouraged to fully participate in school life as much as their condition will allow.
- Pupils will be allowed to eat, drink or use the toilet when they need to in order to manage their condition.



## **Roles and Responsibilities**

### **The Governing Body (GB)**

The GB must make sure that arrangements are in place to support pupils with medical conditions in school. They should ensure that a policy for supporting pupils with medical conditions is developed and implemented and that these pupils can take the fullest participation possible in all aspects of school life. They must confirm that sufficient staff have received suitable training and are competent before they take on responsibility to provide support and are able to access information through consultation with health and social care professionals, pupils and parents to ensure the needs of children are properly understood and effectively supported.

The GB will ensure that the focus is on the needs of each individual child and that the school will provide effective support that minimises the impact of a medical condition on a child's ability to learn, increases confidence and promotes self-care.

### **The Headteacher**

The headteacher has overall responsibility for health and safety and will ensure that the school's policy is developed and effectively implemented. This includes all staff being made aware of the policy and understanding their role in its implementation. She will also ensure the staff are appropriately insured and aware of that insurance and that sufficient staff are trained to deliver all individual health care plans.

### **Staff**

Any appropriately trained member of staff may be asked to provide support to pupils with medical conditions, including the administering of medicines. Although administering medicines is not part of teachers' professional duties and they cannot be made to do so, they should take into account the needs of pupils they teach.

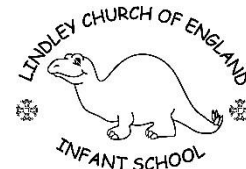
Staff must familiarise themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help and know where controlled drugs are stored.

### **Professional bodies**

Healthcare professionals are responsible for notifying the school when a child has been identified as having a medical condition and will require support in school. They may support staff on implementing a child's individual health care plan and provide advice and training.

### **Parents**

Parents should provide the school with sufficient and up to date information about their child's medical needs. Parents are key partners and will be involved in the development and review of their child's individual health care plan (IHCP). They should carry out any action they have agreed to as part of the plan such as provision of up to date medicine and equipment. Leftover and out of date medicine should be handed back to parents for them to dispose of.



Parents should provide another nominated adult as contactable at all times.

### **Pupils**

Pupils with medical conditions will often be best placed to provide information about how their condition affects them and should where possible be involved in discussions about their medical support needs, and contribute as much as possible to the development of and comply with their IHCP.

We expect all our pupils to be sensitive to the needs of everyone.

### **Procedure when a school receives notification that a pupils has a medical condition.**

We will work with parents/carers and other health care professionals to obtain the information required to ensure the school has appropriate arrangements in place before the child starts school.

Where a formal diagnosis is awaited or is unclear, we will plan to implement arrangements to support the child based on current evidence available for their condition. We will ensure that every effort is made to involve some formal medical evidence and consultation with the parents.

### **Individual Health Care Plans (IHCP)**

IHCP can help to ensure that schools effectively support pupils with medical conditions. They provide clarity about what needs to be done, when and by whom. They are recommended particularly where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are especially helpful where medical conditions are long term and complex. However, not all children will require one. The school, healthcare professionals and parents will agree based on evidence when an IHCP would be inappropriate or disproportionate.

When an IHCP is required, our SENCo will work with parents and relevant healthcare professionals to write the plan.

An IHCP and its review may be initiated in consultation with the parent/carer, by a member of staff or by a healthcare professional involved in providing care to the child, who will then work in partnership with the relevant professionals who can best advise on the particular needs of the child. Where a child has a special educational need identified in an educational health care (EHC) plan this will be linked to or become part of the IHCP.

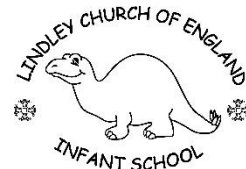
Please refer to our SEN Information Report found on the school website.

[\(http://www.lindleyinfantsch.org.uk/information/sen/lindley-infant-schools-local-offer/\)](http://www.lindleyinfantsch.org.uk/information/sen/lindley-infant-schools-local-offer/)

### **Training**

All staff have attended basic first aid training and regular refresher training days and meetings.

In addition a number of staff are either fully first aid trained or fully paediatric first aid trained. They meet each half term to discuss first aid practice, specialist knowledge and changes in procedures. A list of their names and photographs are kept in the office, in each



classroom and next to each first aid station. All training is recorded and any staff feedback regarding inadequate training acted upon.

All staff understand their duty of care to pupils in the event of an emergency: in an emergency situation staff are required under common law duty of care to act like any reasonably prudent parent.

As part of their induction all new staff will be asked to read this policy and follow its procedures.

If a child in school has a specific medical condition, training will be sought from the school nursing team.

Advice on administration of medicine on a day to day basis is taken from 'Supporting pupils at school with medical conditions' guidance – Dec 2015.

### **Medicines**

At the beginning of each academic year, any medical conditions are shared with staff and a list of those children and their conditions is kept in their class teachers' file, first aid file and on file in the office.

Each child's medicine is in a clearly labelled container along with their parental signed health care plan and is readily accessible when required.

**Before** any medication is given to a child:

- The child's health care plan along with any instructions must be checked against the medication to be given.
- The child's name must be checked against the medication and the child's identification photograph.
- The medication is checked to ensure the correct medication is being administered.
- The dosage is checked to ensure the correct amount is given.
- The above is to be checked again by a second responsible adult.
- Check that both staff involved in the administration are appropriately trained to do so.

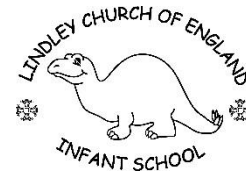
### **Asthma**

Children with asthma require a health care plan. It is the parents/carers' responsibility to provide the school with up-to date inhalers for their children.

### **Short term prescriptions**

Medications for short term use can only be administered when the parent/guardian has completed a parental consent form for the administering of medicine form on the day the request is made. The form can be obtained from the school office.

Medication may be administered if it is to be taken four times per day. Only medication prescribed by a GP, hospital or pharmacy and clearly labelled with the child's name, address and required dosage can be administered. Non-prescription medications or creams and lotions should not be administered in school.



A child who refuses to take medicine should not be forced to do so but a record should be made and parents informed.

### **Record keeping**

Staff should record any instances when medicine is administered, including asthma pumps and instances when a child refuses their medicine. Records should include date and time, medication name and dosage and the signature of the person involved.

### **Reducing risk in school**

Our school is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits. IHCP identify children who are sensitive to particular triggers and warning signs are placed on their classroom doors. Pictures identifying those children are kept in the staffroom.

The catering team are made aware of children with food allergies and food intolerances and have a photographic record of the relevant children. They have been trained to understand the importance of food handling procedures and how to avoid cross contamination. The head of the kitchen will endeavour to provide specialised diets to those who need them.

### **Emergencies**

In the case of a major incident, it is the decision of the fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision. The headteacher or deputy headteacher must be informed if such a decision has been made.

If the casualty is a child, their parents/guardians should be contacted immediately and given all the information required. If the casualty is an adult their next of kin should be called immediately. All contact numbers for staff and children are available in the school office. If a child needs to be taken to hospital, a member of staff will remain with them until their parents arrive.

A defibrillator is situated in the main reception area. A number of staff have been fully trained in its use.

### **Day trips and Sporting Activities**

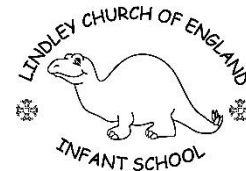
Arrangements for school trips and sports activities are flexible enough to ensure pupils with medical conditions can participate unless a clinician states it is not possible.

Where appropriate, personal risk assessments for school trips will help to plan how to include children with medical conditions. They will include details such as accessibility plans, how routine and emergency medication will be stored and administered and where help can be obtained in an emergency.

### **Liability and Indemnity**

Staff who undertake responsibilities within this policy will be assured by the headteacher that they are covered by the school's insurance.

Full written insurance documents are available to be viewed by staff who provide support to pupils with medical conditions.



### **Complaints**

All complaints should be raised with the school in the first instance.

The details of how to make a formal complaint can be found in the school Complaints Policy.

### **Equality impact assessment**

This policy will be evaluated and monitored for its impact on pupils, staff, parents and carers from the different groups that make up our school. For any changes that affect equality for all, an impact assessment would be carried out. This policy has been assessed for Equality Impact Assessment and has a high priority.

### **Review and evaluation**

There is an annual review of this policy by the Health & Safety Coordinator and the First Aid Coordinator

Policy to be reviewed in January 2021.