



CAVERSHAM PARK PRIMARY SCHOOL

Policy for Supporting Pupils in School with Medical Conditions

Policy and Procedures

In accordance with Section 100 of the Children and Families Act, 2014, the DfE guidance on Supporting Pupils at School with Medical Conditions, December 2015 and Reading Borough Council's Supporting Pupils in School with Medical Conditions Policy 2022, Caversham Park Primary School will ensure that arrangements are in place to support pupils with serious or long term medical conditions so that they can play a full and active role in school.

Roles and Responsibilities

Governors: must ensure that arrangements are in place and policies and procedures are effectively implemented so that pupils with medical conditions are supported to enable the fullest participation in school life: including education, school trips and PE.

The Headteacher: should ensure that the school's policy is developed and effectively implemented, including ensuring that staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementations. Sufficient trained members of staff should be made available to implement the policy and deliver against all healthcare plans. The Headteacher has overall responsibility for the development of Individual Healthcare Plans (IHCP) and their regular review.

School Staff: any member of school 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, they should consider the needs of pupils that they teach who have medical conditions. However, should a member of staff not wish to take this responsibility the school reserves the right to respect their decision.

Parents/Carers: should provide the school with up to date information regarding their child's medical condition and should be involved in developing and reviewing the IHCP. They should carry out any action they have agreed, including providing medication and ensuring they or another nominated adult are contactable at all times.

Pupils: are often best placed to provide information about how their medical condition affects them and should be fully involved in discussions regarding their medical support.

Individual Health Care Plan (IHCP)

If required, an Individual Health Care Plan (IHCP) (Appendix A) is drawn up with the school, the Parent/Carers and Health Care (HC) professionals as appropriate, but not all children will require one. The school, HC professional and parent/carer will agree, based on evidence, when an IHCP would be inappropriate or disproportionate. If consensus cannot be reached, the Headteacher will take a final view.

Where the child has a statement of Special Educational Needs (SEN), or an Educational Health Care Plan (EHCP), the IHCP will be linked to or become part of that statement or plan.

Where a child is returning to school following a period of hospital education or alternative provision (including home tuition) the school will work with the Local Authority and education provider to ensure that the IHCP identifies the support the child will need to reintegrate effectively.

Managing and Storing Medication

All medicines should be stored safely. Children should know where their medicines are kept and, if relevant, know who holds the relevant key to the storage facility. Inhalers and Adrenaline pens should be easily accessible to those required to administer them.

No child under 16 should be given prescription or non-prescription medicines without their parent/carer's written consent. Schools should only accept prescribed medicines if they are in date, labelled and in their original container, with instructions on administration dosage and storage.

When no longer required, medicines should be returned to the parent/carer to arrange for safe disposal.

Administration of Medicine

Routine prescribed medication will be administered following instructions from the medical practitioner and/or parent/carer.

Some children require non-routine administrations. This could be injection, administration of rectal diazepam, assistance with catheters, or use of equipment for children with tracheotomies, etc. Before the school accepts any commitment, professional training and guidance will be provided by the School Nursing Team or appropriate medical professionals. Training requirements and specific details will be included in the care plan signed off by the parent/carer and the Headteacher.

Record Keeping

Parents/Carers must complete a form for a member of staff to administer any medicine in school (Appendix B). All medications given will be recorded on the Record of Medicines Administered to Children Form (Appendix C)

Staff will ensure that all prescribed medication arrives at school in the original container and shows the child's name and expiry date. Expiry dates should also be checked on non-prescription medication.

Training

Staff who manage the administration of medicines and those who administer medicines should receive suitable training and support from a qualified health professional.

If there are any changes to the agreed care plan, for example changes to dosage or type of medication, staff changes, etc., then a new care plan will be provided and new training provided by a health professional.

Where equipment is involved, sufficient "hands-on training" is essential. Records of training will be provided by the trainer and retained by the school (Appendix D).

Induction Training

All staff will receive Induction Training upon joining the school. This training will include:

- what the school's policy is on the administration of medicines;
- where it can be found;
- how to respond in an emergency.

Medication Errors

The school has procedures in place to avoid errors, however, in the event of an error in administering medication, it must be reported to the parents and also the Headteacher, who is then responsible for completing an online Incident Report Form at www.reading.gov.uk/accidentreporting.

School Trips

The school ensures that all children with medical conditions are supported to participate in school trips and visits and does not prevent them from doing so.

The school will take additional safety measures for visits and consider arrangements for taking any medication, this should be outlined in any risk assessments prepared for the visit. Staff supervising visits will be aware of any medical needs and relevant emergency procedures. A parent/carer consent and medical form will be required.

Sporting Activities

Some pupils may need to take precautionary measures before or during exercise, and/or need to be allowed immediate access to their medication if necessary. Teachers supervising sporting activities will be aware of relevant medical conditions and emergency procedures.

Employee's Medicines

Employees may need to bring their own medicines into school. They have a clear personal responsibility to ensure their medicines are not accessible to children.

Staff Protection

Staff will have access to PPE and will take care when dealing with spillage of blood or other body fluids and disposing of dressings or equipment. Practical and common-sense hygiene precautions will minimise the risk of infection where contact with blood or other body fluid is unavoidable.

Pain Relief

Calpol (Paracetamol suspension) is kept in the first aid cupboard in the School Office for pain relief and fever control. This will only be used in an emergency situation with written consent (via email) from parents.

Emergency Procedures

When a child has an IHCP, this will clearly define what constitutes an emergency, and what action should be taken. All staff will be aware of the IHCP and the likelihood of an emergency arising in a pupil with medical needs, whom to contact and what action to take.

A member of staff will accompany a pupil if he/she is taken to hospital by ambulance and will remain with the patient until his/her parent/carer arrives.

Staff in school should be trained to use the telephone to call for the emergency services.

Management of Allergies within School

Children with severe allergies (including food allergies) will have an IHCP. This will be communicated to all staff in school and if relevant, to the catering supplier. Other parents/carers in the school community may need to be informed if the whole school needs to exclude a particular allergen (e.g. nuts or sesame). See also Healthy Eating and Food Policy for additional information

Management of Asthma within School

See School Asthma Policy

Audit

The school will carry out a health and safety audit each year which will include the management of medicines, including staff training records, and any further training updates if necessary.

Staff Indemnity

Reading Borough Council fully indemnifies its staff against claims for alleged negligence, providing they are acting in good faith within the scope of their employment. This indemnity would include all School Governors and any volunteers assisting the school in their business activities, The Council's liability insurance provides indemnity for the administration of most oral medication and most pre-assembled, pre-dosed medications. The indemnity would cover the consequences that might arise where an incorrect dose is inadvertently given, or where the administration is overlooked. In practice indemnity means that the council and not the individual employee will meet the costs of any damages if a claim for alleged negligence is made.

Policy Date	Review Date	Review Committee
September 2024	September 2025	Governing Body

Appendix A: Individual Health Care Plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

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Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Appendix B: Parent/Carer Agreement for School to Administer Medicine

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

Name of school	
Name of child	
Date of birth	
Class	
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 numbers	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to school office	(Signed school office)

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the 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 medicine is stopped.

Signature: _____

Date: _____

Appendix D: Staff Training Record – Administration of Medicines

Name of school	
Name of member of staff	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that the named 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 on a regular basis.

Trainer's signature:

Date:.....

I confirm that I have received the training detailed above.

Staff member's signature:.....

Date:.....

Suggested review date:.....