



September 2021

Supporting Pupils with
Medical Conditions Policy
To be reviewed September
2023

Contacting the Emergency Services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below. A copy of this script will be in the school office next to the phones along with copies on the office wall.

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

1. your telephone number 020 8985 3491 (option 1 for nursery school and option 2 for the children's centre)
2. your name
3. your location as follows: Wentworth Nursery School Cassland Road, E9 5BY/Children's Centre: Granard House, Bradstock Road, E95BN
4. provide the exact location of the patient within the school/children's Centre 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. Complete this form and give it to the emergency services when they arrive

Our Aims

The aim of the policy is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in the nursery school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Most children will at some time have a medical condition that may affect their participation in school activities. For many this will be short-term; perhaps finishing a course of medicine. · Other children have medical conditions that, if not properly managed, could limit their access to education. Where it refer's to Nursery school this also relates to the children's centre.

Governing Body

The Governing Body will take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. · Some will be more obvious than others and the Governing Body will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life. Children and young people with medical conditions are entitled to a full education and have the same rights of admission to Wentworth Nursery 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, there may be occasions when to admit a child requiring severe medical attention may not be possible or may pose a Health & Safety risk if too many children have needs in a particular class or year group. · In line with their safeguarding duties, the Governing Body will ensure that

children's 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 others to do so.

Governing Body will make arrangements to support children with medical conditions in school, including making sure that a policy for supporting children with medical conditions in school is developed and implemented. · They will ensure that a child with medical conditions is supported to enable the fullest participation possible in all aspects of school life. The Governing Body will ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. The Governor with lead responsibility for our Medicine's policy is Sally Lindsay German.

Headteacher

Will ensure that the school's policy is developed and effectively implemented with partners. · This includes ensuring that all staff are aware of the policy for supporting children with medical conditions and understand their role in its implementation. Will ensure that all staff who need to know are aware of the child's condition this will be done in partnership with the school's SENCO. · Will ensure there is a sufficient number of trained staff in both paediatric first aid and first aid to support adults as well as training for staff for children with specific medical conditions.

SENCO

The SENCo has the following key areas of responsibility:

- Ensures that a sufficient number of staff are trained in the delivery of this policy including the implementation of individual health care plans
- Liaises with relevant professionals, staff and parents to ensure the safe and effective administering of all medications.
- To review medical needs and allergies on a termly basis in concert with the school office and all keyworkers.

School Staff

Any member of school staff may be asked to provide support to children 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, they must take into account the needs of children with medical conditions that they teach. The administering of medications will be determined what is in the best interest of the child along with consultation with staff. No staff will be asked to administer medication if they feel uncomfortable in doing so.

School staff will receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a child with a medical condition needs help.

All supply staff are not permitted to administer any medication unless authorised by the Headteacher. This will only be done in exceptional cases.

Day trips

Pupils with medical conditions are supported to participate in school trips. Prior to an activity taking place, the school conducts a risk assessment to identify what reasonable adjustments should be taken to enable pupils with medical conditions to participate. In addition to a risk assessment, advice is sought from pupils, parents/carers and relevant medical professionals.

The school will arrange for adjustments to be made for all pupils to participate, except where evidence from a clinician, such as a GP, indicates that this is not possible.

Children

Depending on their age and development, they may be best placed to provide information about how their condition affects them. Depending on their age and development, they may be involved in discussions about their medical support needs and their individual healthcare plan. Other children will often be sensitive to the needs of those with medical conditions.

Parents/Carers

Parents should provide the nursery school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents/Carers are key partners and will be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting and or in the provision of information regarding the administering of prescribed medication. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times. Collect all medicines once finished as well as ensuring all medicines are within the prescribed administering date.

Local Authorities

Under Section 10 of the Children Act 2004, they have a duty to promote cooperation between relevant partners such as governing bodies of maintained schools, proprietors of academies, clinical commissioning groups and NHS England, with a view to improving the well-being of children so far as relating to their physical and mental health, and their education, training and recreation.

Local authorities should provide support, advice and guidance, including suitable training for school staff, to ensure that the support specified within individual healthcare plans can be delivered effectively.

Local authorities should work with schools to support children with medical conditions to attend full time.

Where children would not receive a suitable education in a mainstream school because of their health needs, the local authority has a duty to make other arrangements.

Statutory guidance for local authorities sets out that they should be ready to make arrangements under this duty when it is clear that a child will be away from schools for 15 days or more because of health needs (whether consecutive or cumulative across the school year)

Managing Medicines on School Premises

Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. Office staff/SENCo should check: • Child's name; • Written instructions provided by parents/carers or doctor; • Prescribed dose; • Expiry date.

No child will be given prescription medicines **without their parent/carer's written consent; see Appendix 2.**

For children requiring an Individualised Health Care Plan a meeting must be established with the parent, relevant professional and the SENCo to ensure appropriate information is shared about the child's medical needs and what medication is required and indeed whether training is required in either the administering of the medication or in regards to the child's medical needs. The decision on training will lie with the relevant health professional in concert with the SENCo.

All medicines are stored in a secure cupboard stored within individualised containers with the name of the child, date of birth and picture of the child along with the medication and dosage requirements.

Controlled Drugs

Controlled drugs will be easily accessible in an emergency. · A record should be kept of any doses used and the amount of the controlled drug held in school. · School staff will administer a controlled drug to the child for whom it has been prescribed. · Staff administering medicines will do so in accordance with the prescriber's instructions. · The school will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom; see Appendix 3.

Adrenaline auto-injectors (AAIs) (epi pens)

The administration of AAIs and the treatment of anaphylaxis will be carried out in accordance with children's IHPs

A **Register of AAIs** will be kept of all the pupils who have been prescribed an AAI to use in the event of anaphylaxis in the same way as all other medical and dietary needs are collated. A copy of this will be held in each base room for easy access in the event of an allergic reaction including image

of the child. This will be done by the school administrative assistant and reviewed on a half termly basis, where the administrative assistant will liaise with the parent and inform the keyworker.

Where a pupil has been prescribed an AAI, this will be written into their IHP.

Designated staff members will be trained in how to administer an AAI, and the sequence of events to follow when doing so. AAI's will only be administered by these staff members.

In the event of anaphylaxis, the school will adhere to the IHP and ensure the Headteacher is informed or the DHT in his absence.

Where there is any delay in contacting designated staff members, or where delay could cause a fatality, the nearest staff member will administer the AAI.

If necessary, other staff members may assist the designated staff members with administering AAI's.

AAI will only be administered to pupils at risk of anaphylaxis and where written parental consent has been gained.

Where a pupil appears to be having a severe allergic reaction, the emergency services will be contacted even if an AAI device has already been administered.

In the event that an AAI is used, the pupil's parents/carers will be notified that an AAI has been administered.

Where any AAI's are used, the following information will be recorded on the **AAI Record**:

- Where and when the reaction took place
- How much medication was given and by whom

AAI's will not be reused and will be disposed of according to manufacturer's guidelines following use.

In the event of a school trip, pupils at risk of anaphylaxis will have their own AAI which will be carried by a staff member of parent/care.

The school dispose of all bodily fluids in an appropriate marked bin. All staff will use gloves and adhere to appropriate hygiene before and after supporting any child or adult requiring support. All sharp objects including epipens once used will be disposed within a sharp box, kept in the school office.

Refusing Medication

No child will be forced to take their medication. If a child refuses their medication, the school will inform the parent. If there is any concern about this, the school will contact the parents immediately.

Disposing of Medication

Once medication has expired or children are leaving the school, all medication will be returned to the parents.

Emergency Procedures

Staff know how to call the emergency services as noted above. Staff will stay with the child until the parent/carer arrives, or accompany a child taken to hospital by ambulance. In the event of a child needing transport, a public cab/Uber will be used if appropriate. Where a child has an individual healthcare plan, this will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.

Health services

Health services can provide valuable support, information, advice and guidance to schools, and their staff, to support children with medical conditions at school. The school will seek information from our health colleagues to ensure the safe and best outcomes for all children.

Support for Children with Medical Needs

- Parents/Carers have prime responsibility for their children's health and should provide the school with information about any medical condition.
- The school will liaise with previous schools when admitting a child with specific medical needs and arrange relevant staff training as required.
- Children currently attending Wentworth Nursery School who are diagnosed with specific medical needs will have procedures put in place at the school within two weeks from being informed of the diagnosis.
- Some children may require an individualised health care plan based on the needs of the child. Decisions about a health care plan should be sought from appropriate medical professionals covering information outlined in appendix 1. Where a child's medical condition is unclear, or where there is a difference of opinion, judgements will be made about what support is needed based on the available evidence from professionals. This would normally involve some form of medical evidence and consultation with parents/carers. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place.
- Staff must not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any individual healthcare plans). A first-aid certificate does not constitute appropriate training in supporting children with specific medical conditions; E.g. diabetes, epilepsy. · Healthcare professionals will provide confirmation of the proficiency of staff in addressing such medical conditions. Whole school awareness (practitioners) training will take place when a child is identified with a specific medical condition so that all staff are aware of the school's policy for supporting children with medical conditions and their role in implementing that policy.
- Induction arrangements for new staff will include information and training as appropriate on the medical conditions of children within the school and how to support them. · The relevant healthcare professional should be able to give advice on training that will help ensure that all medical conditions affecting that child are understood fully. This includes preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.
- The family of a child will often be key in providing relevant information to school staff about how their child's needs can be met, and parents/carers should be asked for their views. They should provide specific advice, but should not be the sole trainer.
- The Governing Body will consider providing relevant professional development provision opportunities as appropriate.

- The school will maintain a list of children with medical conditions and what the procedures are. All medications are kept in a secure cupboard, with the child's name clearly written, along with image of the child and details of the medication required along with the health care plan if applicable.

Liability and indemnity

The governing board ensures that appropriate insurance is in place to cover staff providing support to pupils with medical conditions.

The school holds an insurance policy with QBE covering liability relating to the administration of medication.

In the event of a claim alleging negligence by a member of staff, civil actions are most likely to be brought against the school, not the individual.

Complaints

Parents/carers wishing to make a complaint concerning the support provided to pupils with medical conditions are required to speak to the school in the first instance.

If they are not satisfied with the school's response, they may make a formal complaint via the school's complaints procedure, as outlined in the Complaints Procedure Policy.

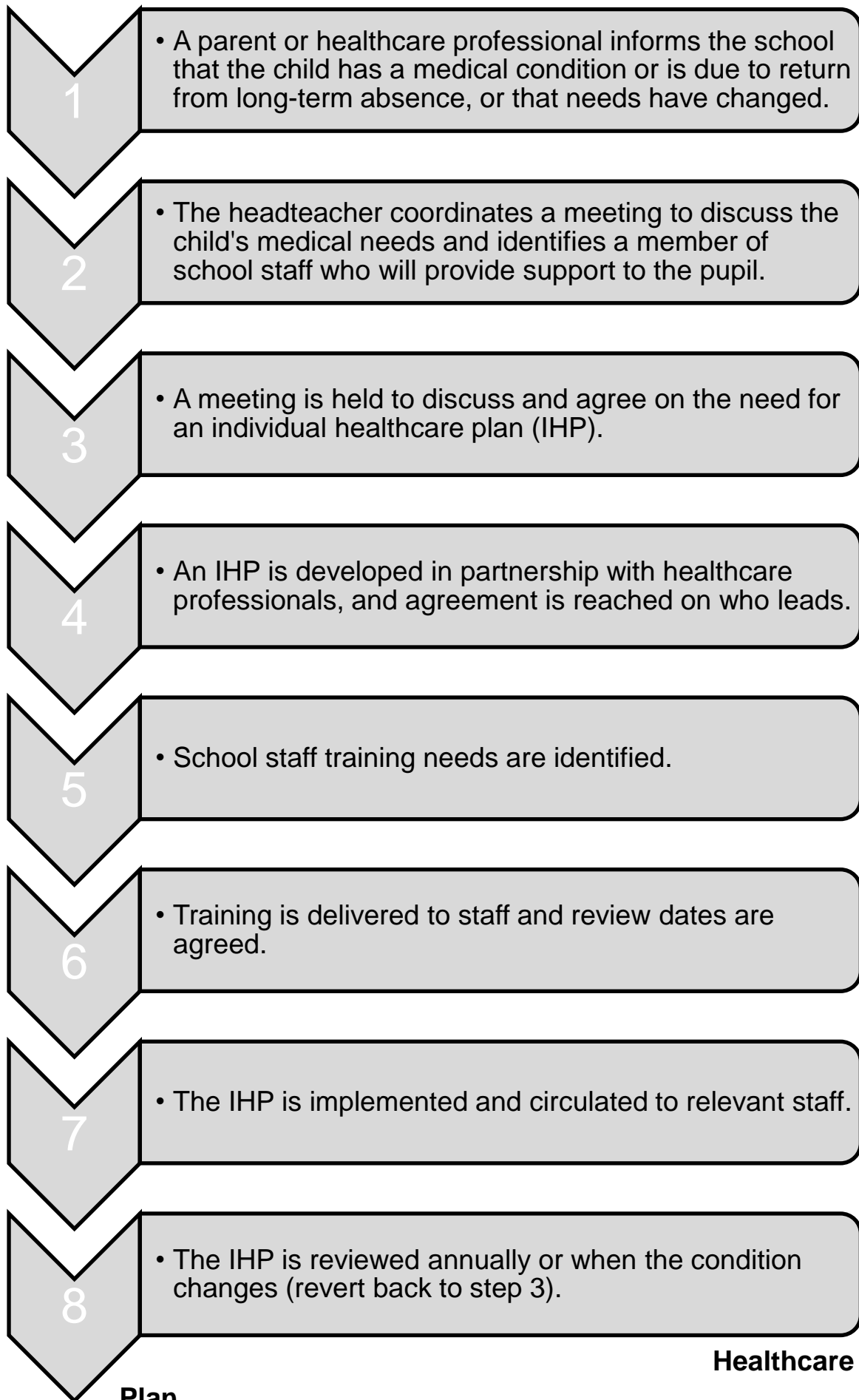
If the issue remains unresolved, the complainant has the right to make a formal complaint to the DfE.

Parents/carers and pupils are free to take independent legal advice and bring formal proceedings if they consider they have legitimate grounds to do so.

Policy review

The scheduled review date for this policy is September 2023.

Individual Healthcare Plan Implementation Procedure: appendix 1



Plan

Healthcare

Appendix 1 Health Care Plan pro forma to be used if one not provided or additional information is required.

Child's name:

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Group/class/form:

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Date of birth:

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Child's address:

--

Medical diagnosis or condition:

--

Date:

--

Review date:

--

Family contact information

Name:

--

Phone number (work):

--

(home):

--

(mobile):

--

Name:

--

Relationship to child:

--

Phone number (work):

--

(home):

--

(mobile):

--

Clinic/hospital contact

Name:

--

Phone number:

--

Child's GP

Name:

Phone number:

Who is responsible for providing support in school?

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

Name of medication, dose, method of administration, when it should 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:

Other information:

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

Responsible person in an emergency (state if different for off-site activities):

Plan developed with:

Staff training needed/undertaken – who, what, when:

Form copied to:

Wentworth Nursery School and Children's Centre

Parental Agreement for the School to Administer Medicine : appendix 2

Child's Name D.O.B.:

Child's GP:

Your relationship to the child.....

Contact details:

A doctor has prescribed (as follows) for my child:-

Name of medication	How often? (e.g. after food)	When? (e.g. 12.45)	Dosage How Much? (e.g. half a teaspoon, 1 tablet)
_____	_____	_____	_____

Over what period (e.g. for next 3 days, till medicine is finished, until further notice).

Special Circumstances: (including where the medication should be stored, i.e refrigerated)

I undertake to supply drugs and medicine in properly labelled containers and within date.

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(s) Date

Record of Medicine Administered to an Individual Child appendix 3

Date	Child's Name	Dosage	Time & setting medicine was last administered	Parent's Signature	School Signature	Witnessed by

Staff Training Record – Administration of Medication appendix 4

Name of school:

Name of staff member:

Type of training received:

Date of training completed:

Training provided by:

Profession and title:

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

Trainer's signature: _____

Print name: _____

Date: _____

I confirm that I have received the training detailed above.

Staff signature: _____

Print name: _____

Date: _____

Suggested review date: _____

Contacting Emergency Services

To be stored by the phone in the school office

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.

- The telephone number: **0208 985 3491**
- Your name.
- Your location as follows:
- **Nursery School:** Cassland Road, Hackney E9 5BY
- **Children's Centre:** Granard House, Bradstock Road, E9 5EX
- The exact location of the patient within the school/Children's Centre
- The name of the child and a brief description of their symptoms.
- The best entrance to use and where the crew will be met and taken to the patient.

Letter Inviting Parents to Contribute to Individual Healthcare Plan Development appendix 5



Dear Parent/Carer,

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 date. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend or whether rescheduling is required. The meeting will include the SENCO, and a relevant healthcare professional. 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 to the school office, together with any relevant evidence, for consideration at the meeting. I would be happy for you contact me by email on email address or to speak by phone on phone number if this would be helpful.

Yours sincerely,

Headteacher

Incident Reporting Form appendix 6

Date of incident	Time of incident	Place of incident	Name of ill/injured person	Details of the illness/injury	Was first-aid administered? If so, give details	What happened to the person immediately afterwards?	Name of first-aider	Signature of first-aider