



Supporting Students with Medical Needs

Policy applicable to	All stakeholders			
Statutory/Non Statutory	STATUTORY			
Approval required by (please tick):	LGB <input checked="" type="checkbox"/>	Principal <input type="checkbox"/>	SLT <input type="checkbox"/>	Other (specify) <input type="checkbox"/>
Date reviewed	2 May 2024			
Review frequency	Annual			
Date of next review	May 2025			
Related Documents/ Policies:	See page 2			
Member of staff responsible for policy	SENDCo			
Published on Academy/Trust website	Academy website and trust site			
Equality Impact Statement: This Policy has been reviewed against equal opportunities legislation with regard to age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity and has no identified adverse impact (direct or indirect) on minority groups				

Broadfield Primary School Values and Visions

Whilst at Broadfield we will work hard to demonstrate the values of:

Belief

Respect

Our community

Aspiration

Diversity

Friendship

Inclusion

Equality

Learning

Determination

In line with our mission statement:

Together we can achieve

Aims of the policy

- **To understand how Broadfield Primary School will ensure that children with medical needs receive proper care and support in school**
- **To ensure that pupils with medical needs access equal opportunities as other children including school trips, sporting activities and after school clubs and their attendance is as regular as other children**
- **To describe the administration and storage of medication for employees and pupils at Broadfield.**

This policy has been developed in line with the Department for Education's guidance updated in Dec 2015; "Supporting students at school with medical conditions".

This policy is subject to amendment as the need arises as a result of the best interest of the welfare of the pupils and at least annually.

This policy should also be read in conjunction with the following other policies and legislation:

- Section 100 of the Children and Families Act 2014
- DFE Statutory guidance on 'supporting pupils with medical conditions at school'.
- Special Educational Needs policy
- Public Sector Equality Duty
- Guidelines for the Management of Asthma and Epilepsy in Schools

General Principles

- The school recognises that medical conditions such as asthma and epilepsy are common conditions.
- The school will not discriminate against any pupil with a medical condition and will strive to ensure they are afforded the same opportunities subject to risk assessments and requirements in their Individual Healthcare Plan (IHP)
- The SENCo and school office will keep a record of all children with medical conditions and share this with all staff.
- The school office will provide and manage the facility to store, administer and record individually prescribed medication. Items that require refrigeration will be stored in the staff room fridge – clearly labelled.
- The school will endeavour to notify all staff of pupil medical alerts and treatment regimes.

- The school will train and monitor staff who are part of the process of assisting with the administration of medication.
- Only prescribed medication will be administered in schools. This will only be undertaken when the medication dosages cannot be met outside of school hours. For example, if medication needs to be given three times per day, this can happen outside of the school day. In the case of the medication needing to be given every 4 or 5 hours, then this would be administered by the school.
- In the event that a child refuses to take prescribed medication (e.g.Ritalin) the school will contact the parent immediately.
- Medications handed in that are not in their original dispensing containers will be rejected and the parent informed. This may result in a child being sent home from school.
- Staff dealing with medication and personal care of pupils with medical needs will be informed of their roles and possible implications and full training will be given.
- The school will assist children with long-term medical conditions by drawing up personal plans for the administration of medication.
- The school will review and update this policy at least every three years.
- The school will notify parents/guardians, if required, should an outbreak of a contagious condition arise within the school. Advice on the periods of exclusion for contagious diseases and the recommended treatment of head lice will be available on request.
- Parents will be advised that Broadfield Primary School does not allow pupils to carry or self-administer medication (with the exception of inhalers) and that all such medication is to be handed in on arrival at school.
- School will work in collaboration with the school nursing team and other professional services as required.
- All staff have a duty of care and should be aware that under normal circumstances administration of medical care will be legally acceptable and no liability for malpractice would apply.

Who leads on this policy?

The Principal and SENCo are responsible for ensuring that plans, procedures and systems are in place and that this policy is implemented across the school.

Each teacher is responsible for the well-being of the children in their care and must ensure that they understand and comply with the procedures in this policy.

Named staff (usually First Aiders) and those who have agreed to administer medication in line with this policy.

Our school's First Aiders are

Mohammed Ahad	Safria Bibi	Francesca Blayds
Diane Brown	Colin Cameron	Caroline Doherty
Tiyas Fawley	Elaine Jolley	Farret Khatoon
Neliswa Madodo	Luke Lawson Healey	
Julie Garratt (Paediatric)	Sarah Hales (Paediatric)	Emmie Hill (Paediatric)
Donna McKiernan (Paediatric)	Kelsie Milner (Paediatric)	Jenna Murray (Paediatric)
Faye Nolan (Paediatric)	Penny Rotton (Paediatric)	Kiran Shezadi (Paediatric)
Michelle Thompson (Paediatric)	Charlotte Titterton (Paediatric)	Wioletta Wolinowska (Paediatric)

Prescribed Medication:

Medicines should only be taken into school or settings when **essential**: that is where it would be detrimental to a child's health if the medicine were not administered during the school day.

Broadfield will only accept and administer medicines that are:

- Prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- In date
- Labelled
- Provided in the original container as dispensed by the pharmacist and include instructions for administration, dosage and storage.

The parent is responsible for signing the medication agreement form, detailing the correct dosage and timing of the medication to be administered in school. Verbal consent **will not** be accepted.



medical agreement
form.docx

Parents will be informed by a member of the school office team of the time that the medication was administered and parents will be asked to sign a slip in acknowledgement. All medication will be returned to parents (via the school office) when they are no longer needed in school.

Controlled Drugs:

Controlled drugs are prescription medicines that are controlled under The Misuse of Drugs Regulations 2001, such as Methylphenidate or Buccolam.

Controlled drugs must be stored and administered in accordance with the following procedure:

- Drugs will be stored in a locked container in the SENCo's office.
- Only a trained member of staff may administer a controlled drug to the child for whom it has been prescribed, providing it is in accordance with the prescriber's instructions. Two members of school staff will check and administer a controlled drug to a pupil.
- Controlled drugs, as with all medication, should be returned to the parent when no longer required to arrange for safe disposal. If this is not possible, it should be returned to the dispensing pharmacist.

Non-Prescription Drugs:

Staff will not administer non prescribed drugs to children. In the event of a child feeling unwell, the school will notify the parents who are able to come to school and administer non-prescription drugs to their own child. In the event of a child feeling unwell, parents are notified to come and collect their child.

Short Term Medical Needs:

In certain circumstances, where non-administration of a drug could be detrimental to the child's health and subsequently their attendance, the school will hold anti-biotics for administration throughout the school day, but only for a short course of up to 5 days. This must be in line with the normal medication procedure for administering medicines.

Individual healthcare plan (IHP)

Pupils with long term or complex needs or pupils who have conditions where there is a high risk of emergency intervention, will require an IHP which aims to provide clarity about what needs to be done, when and by whom. Not every child will require one and therefore the school, healthcare professional and parent will agree, based on evidence, when an IHP would be inappropriate or disproportionate.

An IHP will be drawn up in partnership with the school (SENCo), parents and any relevant healthcare professionals who can best advise on the pupil's specific needs. Pupils will be involved where appropriate.

The IHP will be reviewed at least annually or if the pupil's medical needs have changed. **Parents must take the responsibility to provide school with sufficient and up-to-date information about their child's medical needs.**



IHP June 2023.docx

What the IHP will do:

- Identify the medical condition of the child, its triggers, signs, symptoms and treatments
- Address pupils' resulting needs, including medication, treatments etc.
- Agree the level of support needed including that required in the event of emergencies.
- Specify who will provide the support including expectations of the role, proficiency and training needs.
- Identify arrangements for written permission from parents and the Principal/SENCo for medication to be administered by a member of staff or administered by the pupil.
- It will identify arrangements required for school trips.
- It will outline what to do in an emergency.
- Where a pupil has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- Where a pupil is returning from a period of hospital education, alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the student needs to reintegrate.

Administration of Medicines and Record Keeping:

Trained staff will administer prescribed medicines. At Broadfield we have nominated our first aid staff who will be responsible for administering routine medication. In an emergency any member of staff will administer medication.

A form must be completed and signed by parents and relevant staff before we can administer any medication.



medical agreement
form.docx

Members of staff giving medicines should check:

- The child's name
- Prescribed dosage of medicine
- Expiry date of medicine
- Written instructions on the packaging

If in doubt then do not administer medicines without checking with the school office staff or the SENCo who will then contact parents, or the medical practitioner.

Educational Visits/ Sporting Activities:

All medicines required by children on school trips will be part of the overall risk assessment for the visit. Where necessary individual pupil risk assessments will be completed.

A nominated member of staff (First Aider) will be delegated responsibility for the storage and administration of prescribed and controlled medication. Complex medical needs for a specific pupil may necessitate an IHP for the visit. If any member of staff is concerned they should seek advice from the SENCo.

Broadfield Primary School will include all children in sporting activities; however, adults should be made aware of the need for privacy and dignity for children with particular care needs. Inhalers should be accessible at all times. Children with asthma, epilepsy or any medical condition should not be sent into school to get their medication, but must remain with the adult or be accompanied by the adult.

Insurance/Risk protection Agreement

Members of staff who undertake responsibilities within this policy are covered by the school's insurance/Risk Protection Arrangement.

Full written insurance policy/Risk Protection Arrangement documents are available to be viewed by members of staff. Those who wish to see the documents should contact the Business Manager.

Employees/Staff Medication

The school will not hold or administer medication brought into school by a staff member. However, advice on the storage of such medication may be sought.

Safety of Medication Supplies:

Large volumes of medicine should not be stored. Medicines will be stored in accordance with the product instructions and in the original container in which it was dispensed. The container must be clearly marked with the pupil's name, dosage and frequency of administration. Where two or more medicines have been prescribed, each must be in a separate container.

Pupils should be made aware of how to access their medication and who is allowed to administer. Emergency medication, such as EpiPen's are stored in a container in the SENCO's office. Inhalers are stored in the child's classroom. These should be collected by parents at the end of each term/year so that expiry dates and efficiency of the device can be checked. Parents are responsible for returning these to school on the first day of the new term/year.

Any problems or issues arising should be immediately directed to the Principal, SENCO or Business Manager, who will assess the risk and ensure the issues are managed appropriately.

Broadfield has emergency oxygen on site which is stored away in the SENCO's office. Staff who have been trained by a health professional will be responsible for administering the oxygen safely.

Training:

All staff should be aware of the possible medical risks attached to certain pupils. They should be aware of possible emergency action and emergency contacts. All staff will be made aware of children who have a medical condition such as asthma or epilepsy. Photographs of children who have food allergies will be shared with class teachers and the kitchen staff.

Teachers and Support Staff will receive annual training on the Supporting Students with Medical Conditions Policy.

Staff who administer medication will be trained in the correct procedures for giving, storage and disposal of medicines. When necessary this will be from external NHS professionals.

Correct hygiene and infection control procedures will be taught.

Safety precautions, such as disposable gloves/aprons/body fluid spillage kits will be available.

IHPs and medical information are shared with all staff and are available on a shared drive.

Allergy information will be shared with all staff and are stored in a file in each classroom and the kitchen as appropriate.

New staff will be made aware of this policy during their induction

Staff must not administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering. This training may include a simple instruction about the amounts/times of the dose, but may include more detailed training if the method of administering medicine is more complex and/or the medicine is prescribed for a long period (i.e. More than 2 weeks).

Staff must not administer drugs by injection unless they have received training in this responsibility or they are instructed to do so by ambulance control in an emergency situation.

A record of training undertaken by staff and a list of staff members qualified to undertake responsibilities under this policy, is maintained by the school.

Parental Responsibility:

The Parent/Guardian is ultimately responsible for the child's medical needs, however, whilst at school every effort will be made, within the guidelines, to ensure that the medical needs are met. Parents are responsible for keeping the school informed about any changes in their child's medical needs or health.

Complaints Procedure

It is important that parents contact school, the class teacher or the SENCo as soon as possible if they have the even the slightest concern regarding their child's well-being. The school will endeavour to remedy the situation appropriately. If a parent feels that the issue is still not resolved, then they must contact the Principal and follow the school complaints procedure which is on the school website.

Avoiding unacceptable practice

School understands that the following behaviour is unacceptable:

- Assuming that students with the same condition require the same treatment.
- Ignoring the views of the student and/or their parents.
- Ignoring medical evidence or opinion.
- Sending students home frequently or preventing them from taking part in activities at school.
- Sending the student to the office alone if they become ill.
- Penalising students with medical conditions for their 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 students participating in school life, including trips.
- Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

Emergencies

Medical emergencies will be dealt with under the school's emergency First Aid procedures.

Where an Individual Healthcare Plan (IHCP) is in place, it should detail:

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

Students will be informed in general terms of what to do in an emergency such as telling a member of staff.

An emergency (spare) inhaler is kept in the SENCo's office for emergency use if a child does not have their own inhaler in school. If used the notification form must be completed and given to parents as soon as possible.



Emergency Inhaler
Notification Form.doc

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

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 – 0161 665 3030
- Your name
- Your location as follows: Broadfield Primary School, Goddard Street, Oldham OL8 1LH
- The exact location of the patient within the school
- The name of the student, age 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