



Medical Needs Policy

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1. Aims

At Richard Cobden School the health and safety of pupils is given the highest priority. This policy clarifies the practices and protocols exercised at Richard Cobden Primary school to ensure the well-being and health of all pupils and staff. We take great care to ensure we meet the needs of those with medical conditions.

In devising this policy, we comply with statutory guidance for supporting pupils at school with medical conditions issued under Section 100 of the Children and Families Act 2014 and Supporting pupils at school with medical conditions Statutory guidance for governing bodies of maintained schools and proprietors of academies in England April 2014. We also comply with DfE Supporting Pupils with Medical Conditions December 2015

This school has consulted on the development of this medical needs policy with a wide-range of key stakeholders within both the school and health settings. These key stakeholders include:

- school nursing service
- the school staff
- school governors

2. Equal Opportunities

Richard Cobden School is an inclusive community where we provide effective support to ensure pupils with medical needs can have full access to our provision in order to thrive.

- Where a child or an adult has medical conditions which relate to a disability, we comply with duties under the Equality Act 2010.
- Where a child has special educational needs (SEN) which include a medical need, we work closely with other agencies to ensure those needs are met. This includes working with health and social care in order to ensure the entitlement of an Education, Health and Care (EHC) plan is met. For further information, please also refer to our SEND Policy and Local Offer.
- We aim to provide all children with medical needs the same opportunities as others at our school. Pupils at school with medical conditions will be properly supported so that they have full access to education, including school trips and physical education.
- School leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical needs are clearly understood and effectively supported.
- Pupils with medical needs are encouraged and supported to develop the resilience and skills to take an increasingly independent role in managing their condition. This is done with the support of key staff and under close supervision.

- We work closely with parents/guardians to ensure there is a clear communication, support and a positive partnership which helps them to be confident in the medical needs provision their children receive at our school.
- We are committed to providing, where practicable, a physical environment that is accessible to pupils with medical conditions.
- We have a duty to support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so. Teachers ensure they are aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments. We make arrangements for the inclusion of pupils in such activities with any reasonable adjustments as required unless evidence from a clinician such as a GP states that this is not possible.

3. Learning Needs

It is important that pupils with medical conditions can participate fully in all aspects of the curriculum and curriculum enrichment. We provide all reasonable appropriate adjustments and extra support where this is necessary to enable a pupil to access provision.

Some pupils with medical needs may also have special educational needs (SEND). Pupils with medical needs who may experience difficulties in are supported through our SEND provision. This is overseen by our SENDCO who liaises closely with parents/guardians and other healthcare professional to ensure that strategies are put in place to support them.

4. Social Inclusion

We place a great emphasis on supporting pupils with medical needs to be full involved in social aspects of school life. This includes developing skills which enable pupils to be confident and resilient in engaging in social interaction across all provision, including playtimes, clubs, school trips, performances, sporting events, school council and other positions of responsibility in school.

All staff at this school are aware of the potential social problems that pupils with medical conditions may experience. Staff are well trained and supported to recognise potential challenges and respond effectively to support our pupils. Our Anti-Bullying and Behaviour Management Policy provide further guidance.

5. Healthcare Plan

Individual healthcare plans are used to ensure that schools effectively support pupils with medical conditions. They provide clarity about what needs to be done, when and by whom and outline the actions which a school should take to help the child manage their condition and overcome any potential

barriers. Healthcare professional involved will write these plans, but responsibility for ensuring it is implemented rests with the school.

Plans are drawn up in partnership between the parent/guardian, and a relevant healthcare professional, e.g. specialist or children's community nurse or G.P. who can best advise on the particular needs of the child.

Every pupil with a Healthcare Plan at this school has their plan discussed and reviewed at least once a year.

For children who have short term medical needs (e.g. broken limb, sprain, stitches) which result in additional temporary modifications being necessary, a Short Term Medical Needs Plan will be devised by the school. This will be written in conjunction with the SENDCO, Senior Teaching Assistant and parent/guardian. Medical advice will be sought from the school nurse where necessary. (Appendix A)

6. Administration and Storage of Medication

At Richard Cobden School we recognise that managing the medical needs of a pupil is not the sole responsibility of one person. It depends on the cooperative working of staff and other agencies medical professionals. Partnership working between school staff, healthcare professionals (and where appropriate, social care professionals), local authorities, and parents and pupils is critical.

Any member of school staff may be asked to provide support to pupils with medical needs, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach. School staff will receive suitable training and will only be permitted to administer medication when they demonstrate the necessary level of competency. All members of school staff are expected to know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

Staff must not give prescription medicines without appropriate training (updated to reflect any individual healthcare plans).

- No pupil will be given prescription or non-prescription medicines without their parent's written consent. An Administration of Medication Consent Form must be completed. (See Appendix B)
- A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should be consulted.

- When appropriate there are members of staff at this school who have been specifically contracted to administer medication where a child has a statement of special educational needs or an Education Health and Care Plan with this as a condition.
- Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.
- Children's emergency medication is readily accessible to trained staff.
- All medication must be brought in to school clearly labeled with the pupil's name, the name and dose of the medication and administration instructions.
- All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- Medication which is not prescribed by a doctor (issued by a pharmacist, e.g. Calpol, medication for sore throat, cream for skin irritations) must be presented in its original package with all instructions included. The parent/carer must complete and sign the Medical Consent Form stating the dosage and time it should be administered.
- Pupils know where their medication is stored. They have access to asthma pumps which are held in a closed portable container in their classrooms. Creams and lotions which are applied through the day are stored in a cupboard in the school office. Other medication (oral medication and epi-pens) is also stored under the supervision of adults in the school's main office where it can be easily retrieved in an emergency.
- Administration of medication is always supervised by two adults. Pupils understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.
- Staff attending off-site visits are aware of any pupils with medical needs on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed. The arrangements for these pupils with medical needs are taken account of in the trip risk assessment.
- If a trained member of staff, who is usually responsible for administering medication, is not available, this school makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities. More than one person is trained for each medical condition and all trips have a first aider present.
- Only 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 are accepted. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.

- A record will be kept of any administration of medication. This will include the name of the medication, the dose given and the signatures of the two supervising adults.
- The Senior Teaching Assistant checks the expiry dates for all medication stored at school.
- Safe disposal - When no longer required, medicines are returned to the parent to arrange for safe disposal. Sharps boxes are used for the disposal of needles and other sharps.
- If parents do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.

7. Emergency Procedures

Staff have a clear understanding of their duties and protocols when dealing with medical emergencies.

This includes:

- How to contact emergency services and what information to give
- Who to contact within the school
- Use of Epi pens and inhalers
- In the case of pupils who are at risk of having severe allergic reactions, Medical Information Files and the child's Allergy Care Plan are used to inform the appropriate trained members of staff of how to provide medical assistance to pupils in their care who may need emergency help.
- Medical information including a photograph of the child and the emergency procedure for their condition are kept in a folder in the School Office and allergy information is displayed in the school kitchen/serving area.
- In the case of an emergency, emergency services are contacted and parents/guardians are informed immediately. Staff will take all measures possible to provide the best care until a medical professional takes over care of the child. If a parent/guardian is not contactable or not able to arrive at school in time to accompany their child to hospital, a member of staff whom the pupils has a secure relationship with will accompany them to hospital and stay with them until a parent arrives.

8. General First Aid

First aid treatment will be dealt with by a suitably qualified person.

We have two levels of Qualified First Aiders: 'Emergency First Aid at Work' and 'Paediatric First Aid'.

Medical kits are readily available on each floor, the medical room and the school office.

A medical kit must always be taken on off-site visits; this is also the case for asthma pumps and epi-pens, where they have been prescribed.

9. Reporting Accidents/Incidents

The school reports all serious incidents. The School Business Manager (SBM) and Headteacher must be informed of any serious accidents or incidents.

The SBM is responsible for the reporting of all accident/incident and medical condition reports to the designated Local Authority provider. Assaults, near misses and occupational ill-health will also be reported.

10. Minor injuries

Minor injuries are recorded using the Accident forms which are found in the medical room. These are completed by the first aider providing assistance. The child's teacher will be informed and an Accident Reporting Form, (appendix C) must be sent home with the child.

The forms should be used for:

- Recording minor non-preventable injuries involving children
- Where there is no apparent fault of the school/centre
- There is no requirement for hospital treatment/admission
- There is no need to be reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, HSE, 2013).

The book is reviewed regularly to identify whether trends are evident. If common themes are identified the actions to address them are considered. A Health and Safety report, including reportable incidents is reported to the governing body each term.

11. Head Injuries

Where a head injury has taken place, the child/pupil will be immediately assessed by a First Aider. The pupils will be monitored and if their condition deteriorates emergency procedures will apply (see above).

Parents will be informed either at the time of the accident or when the child is collected – depending on the nature of the incident. Parents of children in Reception and Nursery are phoned regardless of severity of incident. Parents are also given a Head Injury letter (Appendix D).

12. Training

- Epi Pen and asthma training is updated for all staff at least once a year.
- Training for designated first aiders is updated in line with requirements of the qualification.

- A list of qualified first aiders is displayed in the Staff Handbook, in the medical room, in the office, in the staffroom and in every classroom.
- Any member of school staff providing support to a pupil with medical needs receives suitable training to ensure they are equipped and confident to carry out the administration of medication or treatment.

13. Communication

To ensure our medical needs policy is effective in supporting those with medical conditions, up to date information is crucial.

Pupils and parents are informed and regularly reminded about the medical conditions policy:

- when their child is enrolled as a new pupil
- In personal, social and health education (PSHE) classes
- Through school assemblies and health professionals visiting classes
- On the school website

School staff are informed and regularly reminded about the medical conditions policy:

- at scheduled medical conditions training
- through meetings with the Inclusion Manager and the Senior Teaching Assistant
- through school based INSET

14. Record keeping

Enrolment forms

During the enrolment process, parents/guardians are asked if their child has any health conditions or allergies and this is recorded on the enrolment form. It is very important that the school is given up to date and full information and it is the parent/guardian's responsibility to do this.

The school holds a register of pupils with medical needs and allergies, the Medical Needs Register. This is updated when necessary. The SENDCO has responsibility for the register at this school. The SENDCO, the School Nurse and the Senior Teaching Assistant work in close partnership to gather and record all relevant information to ensure relevant and up to date information is held.

The School Nurse and SENDCO discuss any further details and a Pupil Healthcare Plan is put in place. Required permissions are agreed and any unclear information is clarified through liaison with the parents/guardians and health care professionals involved.

Parents/guardians of any child requiring the administration of medication must complete a Medication Administration Form. This form is signed by the parent/guardian and the Headteacher. This form is used for minor illnesses where the administration of medication is expected to be short term. (Appendix B)

All parents/guardians of pupils with a medical condition which requires ongoing or emergency medication are required to complete a Health Care Plan with their GP or specialist nurse. These are reviewed by the SENDCO and the School Nurse. This form is signed by the parent/guardian, the School Nurse and the SENDCO/Headteacher. The school and parents keep a copy of this agreement.

15. Residential visits

In the event of children participating in a residential visit parents/guardians are required to complete a residential visits form. These must be completed shortly before their child leaves for an overnight or extended visit. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours.

All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required.

All parents of pupils with a medical condition attending a residential school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.

16. Roles and Responsibilities

This school works in partnership with all interested and relevant parties including the school's governing body, all school staff, parents, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.

The following roles and responsibilities are used for the medical needs policy at this school. These roles are understood and communicated regularly.

This school's Governing Body has a responsibility to:

- Ensure the health and safety of the pupils and their employees and anyone else on the premises or taking part in school activities. This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- Ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical needs
- Make sure the medical needs policy is effectively monitored and evaluated and regularly updated
- Provide indemnity for staff who administer medication to pupils with medical conditions.

The Headteacher has a responsibility to:

- Ensure the school is inclusive and welcoming and that the medical needs policy is in line with local and national guidance and policy frameworks
- Liaise between interested parties including pupils, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents/guardians, governors, the school health service, the local authority transport service, and local emergency care services
- Ensure the policy is put into action, with good communication of the policy to all
- Ensure every aspect of the policy is maintained
- Ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place
- Ensure pupil confidentiality
- Assess the training and development needs of staff and arrange for them to be met
- Ensure all supply teachers and new staff know the medical needs policy
- Delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical needs register
- Monitor and review the policy at least once a year, with input from pupils, parents, staff and external stakeholders
- Update the policy at least once a year according to review recommendations and recent local and national guidance and legislation
- Report back to all key stakeholders about implementation of the medical conditions policy.

All school staff

All trained staff at this school have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical needs and know what to do in an emergency
- Understand the school's medical needs policy
- Know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan
- Enable all pupils to have immediate access to their emergency medication
- Maintain effective communication with parents including informing them if their child has been unwell at school
- Be aware of pupils with medical needs who may be experiencing bullying or need extra social support
- Understand the common medical conditions and the impact it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell)
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching staff

Teachers at this school have a responsibility to:

- Endeavor to help pupils who have been unwell catch up on missed school work
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it
- Liaise with parents/guardians, the pupil's healthcare professionals, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition
- Use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

School nurse or school healthcare professional

The school nurse at this school has a responsibility to:

- Help update the school's medical needs policy
- To help the school to keep Health Care Plans up to date
- Help provide regular training for school staff in managing the most common medical conditions at school
- Provide information about where the school can access other specialist training.

First Aider

First aiders at this school have a responsibility to:

- Give immediate help to pupils with common injuries or illnesses and those arising during the school day
- When necessary ensure that an ambulance or other professional medical help is called.

SENDCO

The SENDCO has the responsibility to:

- Help update and monitor implementation of the school's medical needs policy
- Develop and monitor the implementation of individual Health Care Plans
- Support teachers in ensuring reasonable adjustments are made to the curriculum and environment to support the needs of children with long term medical needs
- Maintain records of pupils with a medical condition and those who have special educational needs because of their condition
- Support pupils who have been unwell catch up on missed schoolwork
- Ensure all staff are kept updated regarding pupils' medical needs.

Pupils

The pupils at this school have a responsibility to:

- Treat other pupils with and without a medical condition equally
- Tell their parents, teacher or nearest staff member when they are not feeling well
- Let a member of staff know if another pupil is feeling unwell
- Treat all medication with respect
- Know how to gain access to their medication in an emergency
- If mature and old enough, know how to take their own medication and to take it when they need it under the supervision of an adult
- Follow the school rules regarding drugs in school as set out in the Drugs Policy.

Parents/Guardians

The parents of a child at this school have a responsibility to:

- Tell the school if their child has a medical condition
- Ensure the school has a complete and up-to-date Healthcare Plan for their child
- Inform the school about the medication their child requires during school hours
- Inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- Tell the school about any changes to their child's medication, what they take, when, and how much
- Inform the school of any changes to their child's condition
- Ensure their child's medication and medical devices are labelled with their child's full name
- Provide the school with appropriate spare medication labelled with their child's name
- Ensure that their child's medication is within expiry dates
- Keep their child at home if they are not well enough to attend school
- Ensure their child catches up on any school work they have missed
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- Ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

17. Complaints

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. We will do all we can to resolve any issues that may arise as it is always our intention to provide the best care possible for our pupils. However, in the unlikely event you are not satisfied that an issue has been resolved, you may make a formal complaint via the school's complaints procedure. Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted. Ultimately, parents (and pupils) will be able to take independent legal advice and bring formal proceedings if they consider they have legitimate grounds to do so.

18. Further advice and resources

The Anaphylaxis Campaign

1 Alexandra Road
Farnborough
Hampshire GU14 6SX
Phone 01252 546100
Fax 01252 377140
info@anaphylaxis.org.uk
www.anaphylaxis.org.uk

Asthma UK

18 Mansell Street
London E1 8AA
Phone 0300 222 5800
www.asthma.org.uk

Diabetes UK

Macleod House
10 Parkway
London NW1 7AA
Phone 0345 123 2399
Fax 020 7424 1001
info@diabetes.org.uk
www.diabetes.org.uk

Epilepsy Action

New Anstey House
Gate Way Drive
Yeadon
Leeds LS19 7XY
Phone 0113 210 8800
Fax 0113 391 0300
epilepsy@epilepsy.org.uk
www.epilepsy.org.uk

Long-Term

Conditions Alliance

202 Hatton Square
16 Baldwins Gardens
London EC1N 7RJ
Phone 020 7813 3637
Fax 020 7813 3640
info@nationalvoices.org.uk
www.erpho.org.uk

www.ltca.org.uk

Council for Disabled Children

National Children's Bureau

8 Wakley Street

London EC1V 7QE

Phone 020 7843 1900

cdc@ncb.org.uk

www.councilfordisabledchildren.org.uk

Effective From	January 2019
Review Date	January 2021

Appendix A:



Short Term Medical Needs Plan

Name:

D.O. B:

Class:

Teacher:

Date Plan Set:	Date plan to be reviewed:
Planned by:	

Nature of Primary Medical Concern:
Additional Medical Concerns:
Background:
Implications:
Strategies Employed by School to support Medical Need

Medication Consent Form

Dear Parent/Guardian,

Should your child require any kind of medication whilst at school, you must provide the following information before the medication can be administered.

Child's Name:	
Child's Class:	Child's Date of Birth:
Name of Medication:	
Any Side Effects:	
Dose to be Given:	
Time Medication is to be Given:	
I confirm that the dose stated here is in line with directions or advice given by the doctor/pharmacist and will not result in your child exceeding recommended dosage.	
Sign: _____ (parent/carer)	
Name on medication and dose checked by:	
Signature of Parent/Carer	Date:
Signature of Headteacher:	Date:

Appendix C

ACCIDENT/INCIDENT/ILLNESS REPORT SLIP				 RICHARD COBDEN PRIMARY SCHOOL	
Pupil's Name:				Date:	
Class:				Time:	
Details of accident/incident/illness:					
Bump/Bruise		Head Injury		IMPORTANT Please consult your doctor or local hospital if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home.	
Vomiting/Nausea		Cut/Graze			
Asthma		Temperature			
Headache		Nosebleed			
Other - please state					
Authorised Signature					
Details of Treatment and Additional Comments:					
Parent/Carer Contacted		Unable to contact Parent/Carer		Well enough to remain in school after first aid	
				Collected from school	

Date _____

Dear Parent/Carer

Child's Name _____

Class: _____

Unfortunately, today your child bumped their head. There does not appear to be any problems but if they complain or suffer from any of the following symptoms please seek medical attention from either your doctor or the local hospital.

Things to look out for:

- Headache
- Dizziness
- Blurred vision
- Nausea
- Unusual tiredness

Please take this letter with you, as the following may be helpful to the doctor or nurse attending to your child.

1. How it happened?
2. Did the child cry immediately? Yes/No
3. Has he/she complained of a headache? Yes/No
4. Has he/she had problems with vision? Yes/No
5. Has the child been sick? Yes/No
6. Has the child been generally unwell since the accident? Yes/No

Yours sincerely,
Kathy Bannon
Headteacher