

Last Updated | 02/03/2023



March 2023 – March 2024

# Managing Medical Needs Policy



**WATERTON**  
ACADEMY TRUST®

## Contents

<b>1. Our School</b> .....	<b>3</b>
1.1 Our Vision .....	3
1.2 Our Values .....	3
1.3 Our Golden Rule .....	3
1.4 Our School Aims .....	4
1.5 Our Community .....	4
1.6 Our Academy Trust .....	4
<b>2. Policy Summary</b> .....	<b>5</b>
2.1 Policy Introduction & Rationale .....	5
2.2 Policy Aims .....	5
2.3 Inclusivity Statement.....	5
<b>3. Legalities &amp; Linked Documents</b> .....	<b>5</b>
3.1 Linked School & Trust Policies .....	5
3.2 Linked National & Local Documents .....	5
<b>4. Roles &amp; Responsibilities</b> .....	<b>6</b>
4.1 Headteacher Responsibilities.....	6
4.2 Wellbeing Manager Responsibilities .....	6
4.3 All Staff Responsibilities.....	6
4.4 Academy Standards Committee Responsibilities.....	6
4.5 Parent Responsibilities.....	6
4.6 Pupil Responsibilities.....	6
4.7 Outside Professionals .....	6
<b>5. Notification of Medical Needs</b> .....	<b>7</b>
<b>6. Equal Opportunities</b> .....	<b>7</b>
<b>7. Care Plans</b> .....	<b>7</b>
<b>8. Managing Medicines</b> .....	<b>8</b>
8.1 Administering Medicines Overview .....	8
8.2 Controlled Drugs.....	9
8.3 Pupils Managing Their Own Needs .....	9
8.4 Asthma & Inhalers .....	9
<b>9. Unacceptable Practice</b> .....	<b>9</b>
<b>10. Emergency Procedures</b> .....	<b>10</b>
<b>11. Training</b> .....	<b>10</b>
<b>12. Record Keeping</b> .....	<b>10</b>
<b>13. Medical Facilities</b> .....	<b>10</b>

## 1. Our School

### 1.1 Our Vision

**Grow. Achieve. Shine** - These are much more than words or a motto. At Churchfield Primary School we enable all children to **grow** as independent learners, **achieve** more than they ever believe they could and **shine** as unique individuals. Our school is a very special place, having been the beating heart of our community for over 120 years, we respect the lessons of the past whilst looking to the difference we can make in the future. Preparing our pupils for life in an ever-changing world, developing curious, well-rounded individuals who are determined to succeed.

### 1.2 Our Values



We are proud, and work hard to be the best that we can be



We are determined and resilient, embracing all challenges



We collaborate well, treating everyone as equals



We are honest, kind and show integrity



We respect all people, property and the environment



We believe in ourselves and strive for our goals

### 1.3 Our Golden Rule

## Our Golden Rule

We keep ourselves, and each other, safe.

#### **1.4 Our School Aims**

Our school aims are underpinned by our values. Through our school values, we aim to:

1. Promote high standards of academic and vocational achievement for every child, every time, through a highly-inclusive approach.
2. Promote a holistic view of the whole child, supporting them to become well-rounded individuals and members of society.
3. Encourage all children to develop positive relationships with, and respect for, themselves, each other, our local community and the wider world.
4. Provide a safe, welcoming and positive environment for our children and families; acting as a hub at the heart of our community.

#### **1.5 Our Community**

Bricks and mortar do not make a school, people do. We can achieve great things when we work together, and our community is at the heart of what we do. We are a hub of support for our families, and provide a safe and loving environment for our children to shine.

#### **1.6 Our Academy Trust**

Since December 2019 we have been a proud member of Waterton Academy Trust, providing even more opportunities for our pupils to shine. As part of the Waterton family, we ensure that success for all is not a goal, but an expectation.

## 2. Policy Summary

### 2.1 Policy Introduction & Rationale

At Churchfield Primary School we recognise that in order to fully support every child in the school setting, there are times when various medical needs will need to be managed effectively.

### 2.2 Policy Aims

This policy is underpinned by the central aims of Churchfield Primary School and the values held by the school community. This policy aims to:

- Provide information for all stakeholders on how school ensures that pupils, staff and parents understand how our school will support pupils with medical conditions
- Provide information for all stakeholders on how school ensures that pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

### 2.3 Inclusivity Statement

At Churchfield Primary School we use an inclusive approach to all aspects of education. Our aim is to always involve all children and stakeholders in all areas of the curriculum and school life. In accordance with the SEND Code of Practice, we recognise that this may mean making special adaptations or arrangements from time to time for children with specific disabilities. We welcome the involvement of disabled adults in all areas of school life.

## 3. Legalities & Linked Documents

### 3.1 Linked School & Trust Policies

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

- Safeguarding Policy
- Health & Safety Policy
- Children With Health Needs Who Cannot Attend School Policy

### 3.2 Linked National & Local Documents

The policy has been developed in accordance with the following legislation and guidance:

- [The Equality Act \(2010\)](#)
- [SEND Code of Practice \(2014\)](#)
- [DFE Supporting Pupils With Medical Needs Guidance](#)
- [Children & Families Act](#)

## **4. Roles & Responsibilities**

### **4.1 Headteacher Responsibilities**

The Headteacher has a responsibility to:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all Care Plans including in contingency and emergency situations

### **4.2 Wellbeing Manager Responsibilities**

At the direction of the headteacher, the Wellbeing Manager has the responsibility to:

- Take overall responsibility for the development of Care Plans
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

### **4.3 All Staff Responsibilities**

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so. Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

### **4.4 Academy Standards Committee Responsibilities**

The ASC has ultimate responsibility to make arrangements to support pupils with medical conditions. The ASC will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions

### **4.5 Parent Responsibilities**

Parents have a responsibility to:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's Care Plan and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the Care Plan e.g. provide medicines and equipment

### **4.6 Pupil Responsibilities**

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

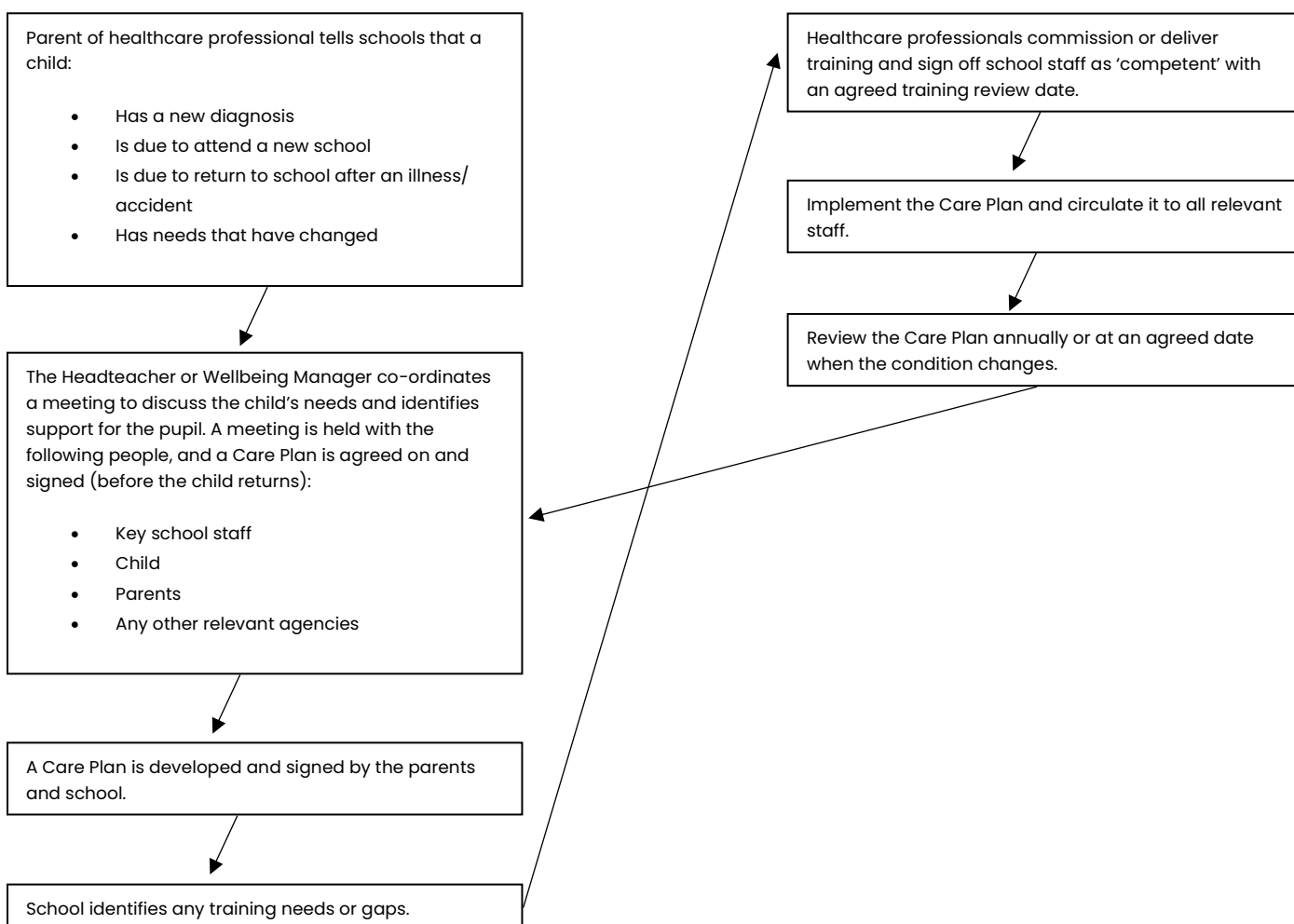
### **4.7 Outside Professionals**

Outside professionals (such as the school nursing service) will notify school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible.



## 5. Notification of Medical Needs

When school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires a Care Plan. We will make every effort to ensure that arrangements are put into place within 1 week, or by the beginning of the relevant term for pupils who are new to our school.



## 6. Equal Opportunities

We are clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so. School will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

## 7. Care Plans

The Headteacher has overall responsibility for the development of Care Plans for pupils with medical conditions. This has been delegated to the Wellbeing Manager. Plans will be reviewed at least annually, or earlier if there is evidence

that the pupil's needs have changed. Plans will be developed with the pupil's best interests in mind and will set out what needs to be done, when & by whom.

Not all pupils with a medical condition will require a Care Plan. It will be agreed with a healthcare professional and the parents when a Care Plan would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the Headteacher will make the final decision. Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

Care Plans will be linked to, or become part of, any education, health and care (EHC) plan. The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The ASC and the Headteacher, SENDCO, Wellbeing Manager and Lead First Aider, will consider the following when deciding what information to record on Care Plans:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors
- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete tests, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. In rare cases where a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the pupil's condition and the support required
- Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact, and contingency arrangements

## **8. Managing Medicines**

### **8.1 Administering Medicines Overview**

Prescription and non-prescription medicines will be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so
- Where we have parents' written consent (on a school medicine form)

The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents. Children at Churchfield (under 16) will not be given medicine containing aspirin unless prescribed by a doctor. Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. School will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage



- School will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date

Other points to note:

- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away
- Medicines will be returned to parents to arrange for safe disposal when no longer required
- Most medicines will be kept in the medical cabinet (staff room), fridge (if needing to be chilled) or in the classroom if in regular use (e.g inhalers)

### 8.2 Controlled Drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone. All controlled drugs are kept in a secure cupboard in the school office and only named staff have access. Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

### 8.3 Pupils Managing Their Own Needs

There are very few cases where a pupil would be expected to manage their own medical condition, as staff have a responsibility to monitor any conditions and ensure medicines are used appropriately. These exceptions may be applying a shop-bought hand cream, or supporting older pupils with diabetes to recognise signs and symptoms (with the support of an adult).

### 8.4 Asthma & Inhalers

Please see the separate Asthma policy.

## 9. Unacceptable Practice

Staff should use their discretion and judge each case individually with reference to the pupil's Care Plan, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their Care Plan
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips
- Administer, or ask pupils to administer, medicine in school toilets

## **10. Emergency Procedures**

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' Care Plans will clearly set out what constitutes an emergency and will explain what to do. If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance.

## **11. Training**

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so. The training will be identified during the development or review of Care Plans and as part of transition planning. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed. The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Wellbeing Manager. Training will be kept up to date. Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the Care Plans
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication. All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

## **12. Record Keeping**

All medicines administered to children will be recorded on the medical form that parents must sign, and include the signature of a witness.

## **13. Medical Facilities**

In accordance with the Education (School Premises) Regulations 1999, school provides a room (Medical Room) appropriate and readily available for use for medical examination and treatment and for the caring of sick or injured pupils. It contains a wash basin, medical bed, hoist and toilet. It is not teaching accommodation.