



C&F

South Gloucestershire Council

Longwell Green Primary School

MEDICAL NEEDS POLICY

'Inspiring learning'

Date of policy:	June 2014
Responsibility:	Headteacher
Date 4th review:	Feb 2019
Date of review:	March 2021

A policy to promote the successful inclusion of pupils with medical conditions or needs at Longwell Green Primary School.

Rationale

Our school values, summed up in the acronym GREAT (growth, respect, enjoyment, ambition and togetherness) reflect the importance the school gives to the Every Child Matters outcomes. This policy on medical conditions is written with all these outcomes in mind.

We are committed to offering support to ensure that each child with a medical condition is supported and cared for during their time in school.

Aim

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

Key Principles

Longwell Green School's provision for supporting pupils at school with medical conditions is guided by **the Children and Families Act 2014**.

Although the governing body as a whole is responsible for of the policy it is the headteacher who has responsibility for the day to day overseeing of the welfare of all pupils.

- Support pupils at school with short and long term complex medical conditions so that they have full access to education, including school trips and physical education.
- Ensure that arrangements are in place in school to support pupils at school with short and long term complex medical conditions

- To ensure that the needs of children with short and long term complex medical conditions are effectively supported by consultation between the school Headteacher, school Medical Liaison Assistant, school staff, Health and Social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

Procedures

- The Medical Liaison Assistant (MLA) is responsible for ensuring that relevant staff are given suitable training from the relevant professional health care teams.
- The MLA will ensure all staff:
 - are made aware of a child's short or long term complex medical condition where relevant
 - understand procedures to follow for each child
 - ensure they are handed over to the appropriate staff to manage the child's condition following the guidance in their individual health care plan.
- When a member of staff with responsibility for a child with a medical condition is absent, information about the needs of the child will be passed onto covering staff by the school office (a pen portrait of all children with medical conditions will be available for this purpose, including a 'next person to go to' section).
- Teaching staff, in liaison with the MLA, will make risk assessments for school visits, residential trips and other school activities as appropriate.
- Individual healthcare plans(kept in the main school office) for children with short and long term complex medical conditions will be tailored to particular needs and agreed by the school nurse, school medical liaison assistant, parents, the child (if appropriate) and the relevant healthcare professionals. These will be monitored to match the individual needs that may fluctuate. The individual health care plan will capture the key information and actions that are required to support the child effectively.
The level of detail within plans will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support. Where a child has SEN but does not have a statement or EHC plan, their special educational needs should be mentioned in their individual healthcare plan.
Not all children with a medical condition will require a healthcare plan. These individual healthcare plans should be reviewed annually.

Roles and Responsibilities

Supporting a child with a short and long term complex medical conditions during school hours is not the sole responsibility of one person.

The **Headteacher** is responsible for the following (often in practice delegated to the MLA):

- Ensuring that all staff who need to know are aware of the child's condition.
- Ensuring that sufficient trained numbers of staff are available to implement and deliver all individual healthcare plans including contingency and emergency situations.

- Arranging for the development of individual healthcare plans.
- Making sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way.
- Contacting the school nursing service in the case of any child 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.
- Monitoring the work of the MLA to ensure processes are up to date and rigorous

School staff

Any member of school staff **may be asked** to provide support to pupils 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 should take into account the needs of pupils with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.

School nurses are responsible for:

- Informing school of pupils identified with medical conditions
- Providing individual healthcare plans
- Providing advice, support and appropriate training where necessary

Other healthcare professionals, including **GPs and paediatricians** should notify the school nurse when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans. Specialist local health teams may be able to provide support in school for children with particular conditions (eg asthma, diabetes).

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. They will be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other pupils may provide supporting roles such as 'a buddy' eg; when routine blood tests are needed.

Parents should provide the school with sufficient and up-to-date information about their child's medical needs. Parents may in some cases be the first to notify the school that their child has a medical condition. Parents are key partners and are to be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. Parents are expected to carry out any action they have agreed to as part of its implementation, eg provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

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
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours

- We 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. 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
- Parents must complete an 'Administration of Medication' form clearly stating the child's name, class, name of medicine, dosage frequency and any other relevant information.
- Nominated member of staff to clearly note on 'Administration of Medication' form the date, time and dosage of medicine administered to child
- All medicines are stored safely in the medical room or the main office. Children will be informed where their medicines are at all times and be able to access them immediately. Where relevant, they will know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and **not** locked away. A designated member of staff or child where appropriate will be responsible for medicines when outside of school premises eg on school trips
- When no longer required, medicines will be returned to the parent/carer to arrange for safe disposal. Sharps boxes are provided by parents/carer and are always used for the disposal of needles and other sharps. When full returned to parents for disposal

Guidance on Needle Stick Injuries

Definition: Needle stick injury refers to a needle/lancet used in medical healthcare which is able to cause injury by means of cutting or piercing the skin.

The Medical Liaison Assistant is responsible for ensuring that relevant staff are given suitable training from the relevant professional health care teams.

Managing needles/sharps/lancets on school premises

- Sharps boxes are provided by parent/carer and are always used for the disposal of needles and other sharps. When full returned to parents for disposal
- All sharps should only be handled by the person who has used the needle/lancet
- In the event that someone accidentally has a needle stick injury they are to follow the steps below

Procedure for needle stick injuries

If you pierce or puncture your skin with a used needle, follow this first aid advice immediately:

1. Encourage the wound to bleed, ideally by holding it under running water
2. Wash the wound using running water and plenty of soap
3. Do not scrub the wound while you are washing it

4. Do not suck the wound
5. Dry and wound and cover it with a waterproof plaster or dressing

You should seek urgent medical advice:

- Advice line for Diabetes Specialist Nurses, Tel: 0117 342 8559
- Go to the nearest A & E department
- Contact the Occupational Health Service, if you injure yourself at work

Day trips, residential visits and sporting activities

When any child with a medical condition is partaking in sporting activities or trips off site the designated adult should following consultation with parent take all medication, snacks and test equipment with them and return these to school immediately after event.

It is not considered acceptable practice to

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged);
- send children with medical conditions home frequently or prevent them from staying for normal school activities,
- send children who become ill to the school office or medical room unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition eg hospital appointments;
- 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 child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parents to accompany the child.