

St Thomas à Becket Church of England Federation

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ADOPTED 17 JULY 2022

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Supporting Pupils with Medical Conditions Policy

In our Church of England Federation, we take strength in collaboration, yet celebrate uniqueness. As schools, we may be small, but together we develop children ready to make their mark on the world. We welcome the child yet embrace the whole family. We celebrate our rural environment yet aspire to look beyond our boundaries. We strive for knowledge and gratefully accept opportunities that come our way. We all take a pride in our Federation as we follow in Jesus's example.

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Introduction

We believe that if children feel safe and nurtured at school (as Jesus cared for his sheep and lambs) then they will be enabled to live life in all its fullness and “Be the best they can be”.

This policy has been produced to assist St Thomas à Becket Church of England Federation (which is referred to as the Federation in the rest of this document) develop an effective management system to support pupils with medical conditions, in accordance with the Department for Education’s (DfE) ‘Supporting pupils at school with medical conditions’ statutory guidance.

This policy is written in line with the requirements of:

- Children and Families Act 2014 - section 100
- Supporting pupils at school with medical conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England, Department for Education (DfE), December 2015
- 0-25 SEND Code of Practice, DfE January 2015
- Mental Health and behaviour in schools: departmental advice for school staff, DfE November 2018
- Equality Act 2010
- Schools Admissions Code, DfE September 2021
- ESCC Accessibility Strategy
- ESCC SEND Strategy
SEND MATRIX <https://czone.eastsussex.gov.uk/inclusion-and-send/sen-matrix/the-matrix/>
- East Sussex policy for the education of children and young people unable to attend school because of health needs (link: <https://www.eastsussex.gov.uk/educationandlearning/schools/attendance-behaviour/too-sick/>)
- ISEND Front Door <https://czone.eastsussex.gov.uk/inclusion-and-send/front-door-referrals/> and include the following documents: Additional Needs Plan or IHCP, registration certificate and current medical evidence. Potential referrals can be discussed with TLP – 01273 336888

This policy should be read in conjunction with the following Federation policies - SEN Policy / SEN Information Report, Child Protection and Safeguarding Policy and Procedure, Allergy Awareness Policy, Educational Visits and Offsite Activities Policy and Complaints Policy and Procedure.

This policy was developed with Teachers, Governors, PTA and PTFA representatives and will be reviewed annually.

Systems are in place to ensure that the Federation’s Designated Safeguarding Leads are kept informed of arrangements for children with medical conditions and are alerted where a concern arises, such as an error with the administering of

medicines or intervention, or repeated medical appointments being missed, or guidance or treatments not being followed by the parents or the child.

Key Personnel

Blackboys CEP School: Interim Executive Headteacher: Mr G Sullivan, Special Educational Needs Co-ordinator: Mrs S Levey

Framfield CEP School: Interim Executive Headteacher: Mr G Sullivan, Special Educational Needs Co-ordinator: Mrs S Levey

Definitions of Medical Conditions

Pupils' medical needs may be broadly summarised as being of two types:

Short-term affecting their participation at school because they are on a course of medication.

Long-term potentially limiting access to education and requiring on-going support, medicines or care while at school to help them to manage their condition and keep them well, including monitoring and intervention in emergency circumstances. It is important that parents feel confident that the Federation will provide effective support for their child's medical condition and that pupil's feel safe. (Further information on specific medical conditions is available on the East Sussex County Council Webshop).

Some children with medical conditions may be considered disabled under the definition set out in the Equality Act 2010. Where this is the case Governing Bodies **must** comply with their duties under that Act. Some may also have special educational needs and/or disability (SEND) and may have an Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEND, this policy should be read in conjunction with the Special Educational Needs and Disability (SEND) code of practice (DfE January 2015) which explains the duties of local authorities, health bodies, schools and colleges to provide for those with special educational needs and disabilities. For pupils who have medical conditions and have EHC plans, compliance with the SEND code of practice will ensure compliance with this policy in respect of those children.

The Role of the Governing Body

The Governing Body remains legally responsible and accountable for fulfilling their statutory duty for supporting pupils at their school within the Federation with medical conditions.

The Federation's Governing Body fulfils this by:

- Ensuring that arrangements are in place to support pupils with medical conditions. In doing so we will ensure that such children can access and enjoy the same opportunities at their school as any other child;

- Taking into account that many 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 therefore the focus is on the needs of each individual child and how their medical condition impacts on their school life;
- Ensuring that the arrangements give parents and pupils confidence in the Federation's ability to provide effective support for medical conditions, should show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. We will ensure that staff are properly trained to provide the support that pupils need;
- Ensuring that the arrangements put in place are sufficient to meet our statutory duties and ensure that policies, plans, procedures and systems are properly and effectively implemented;
- Developing a policy for supporting pupils with medical conditions that is reviewed regularly and accessible to parents and Federation members of staff (this policy);
- Ensuring that the policy includes details on how it will be implemented effectively, including a named person who has overall responsibility for policy implementation (see section below on policy implementation);
- Ensuring that the policy sets out the procedures to be followed whenever the Federation is notified that a pupil has a medical condition (see section below on procedure to be followed when notification is received that a pupil has a medical condition);
- Ensuring that the policy covers the role of individual healthcare plans, and who is responsible for their development, in supporting pupils at school with medical conditions and that they are reviewed at least annually or earlier if evidence is presented that the pupil's needs have changed (see section below on individual healthcare plans);
- Ensuring that the policy clearly identifies the roles and responsibilities of all those involved in arrangements for supporting pupils at school with medical conditions and how they will be supported, how their training needs will be assessed and how and by whom training will be commissioned and provided (see section below on staff training and support);
- Ensuring that the policy covers arrangements for children who are competent to manage their own health needs and medicines (see section below on the child's role in managing their own medical needs);
- Ensuring that the policy is clear about the procedures to be followed for managing medicines including the completion of written records (see section below on managing medicines on school premises);
- Ensuring that the policy sets out what should happen in an emergency situation (see section below on emergency procedures);
- Ensuring that the arrangements are clear and unambiguous 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 (see section on day trips, residential trips and sporting activities);

- Ensuring that the policy is explicit about what practice is not acceptable (see section on unacceptable practice);
- Ensuring that the correct level of insurance is in place and appropriate to the level of risk (see section on liability and indemnity);
- Ensuring that the policy sets out how complaints may be made and will be handled concerning the support of pupils with medical conditions (see section on complaints).

Policy Implementation

The statutory duty for making arrangements for supporting pupils at school with medical conditions rests with the Governing Body. The Governing Body has delegated the implementation of this policy to the post holders below. However, the Governing Body remains legally responsible and accountable for fulfilling its statutory duty.

The overall responsibility for the implementation of this policy is given to the Federation's Headteachers. They will also be responsible for ensuring that sufficient members of staff are suitably trained and will ensure cover arrangements in cases of staff absences or staff turnover to ensure that someone is always available and on-site with an appropriate level of training.

They will be responsible for briefing supply teachers, preparing risk assessments for offsite visits and other school activities outside of the normal timetable and for the monitoring of individual healthcare plans.

The Special Educational Needs Co-ordinator will be responsible in conjunction with parents/carers, for drawing up, implementing and keeping under review the individual healthcare plan for each pupil and making sure relevant members of staff are aware of these plans.

All members of staff are expected to show a commitment and awareness of children's medical conditions and the expectations of this policy. All new members of staff will be inducted into the arrangements and guidelines in this policy upon taking up their post.

Procedure to be followed when notification is received that a pupil has a Medical Condition

This covers notification prior to admission, procedures to cover transitional arrangements between schools or alternative providers, and the process to be followed upon reintegration after a period of absence or when pupils' needs change. For children being admitted to a school within the Federation for the first time with good notification given, the arrangements will be in place for the start of the relevant school term. In other cases, such as a new diagnosis or a child moving to a school within the Federation mid-term, we will make every effort to ensure that arrangements are put in place within two weeks.

In making the arrangements, we 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. We also acknowledge that some may be more obvious than others. We will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life. We aim to ensure that parents/carers and pupils can have confidence in our ability to provide effective support for medical conditions in their school, so the arrangements will show an understanding of how medical conditions impact on the child's ability to learn, as well as increase their confidence and promote self-care.

We will ensure that members of staff are properly trained and supervised to support pupils' medical conditions and will be clear and unambiguous about the need to actively support pupils with medical conditions to participate in offsite visits, or in sporting activities, and not prevent them from doing so. We will make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible. We will make sure that no child with a medical condition is denied admission or prevented from attending a school within the Federation because arrangements for supporting their medical condition have not been made. However, in line with our safeguarding duties, we will ensure that all pupils' health is not put at unnecessary risk from, for example, infectious disease. We will therefore not accept a child in school at times where it would be detrimental to the health of that child or others.

The Federation does not have to wait for a formal diagnosis before providing support to pupils. In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on available evidence. 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. These discussions will be led by, the Federation's Headteachers and then an individual healthcare plan will be written in conjunction with the parent/carers by the Special Educational Needs Co-ordinator and put in place. (Please also see 'Safeguarding children in whom illness is fabricated or induced' Department for Children's & Families 2008).

Individual Healthcare Plans

Individual healthcare plans will help to ensure that the Federation effectively supports pupils with medical conditions. They will provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be required in the majority of other cases too, especially where medical conditions are long-term and/or complex. However, not all pupils will require one. The school within the Federation, healthcare professional and parent/carer should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached the relevant Federation Headteacher is best placed to take a final view. Please see Appendix One - Support a child's needs and develop an Individual Healthcare Plan.

Where a child may have been diagnosed with asthma, this may be supported by written asthma plans and regular training and support for members of staff. Children/young people with significant asthma should have an individual healthcare plan. (See guidance on Specific Medical Conditions on East Sussex County Council online webshop and Asthma UK website for model resources).

Individual healthcare plans will be easily accessible to all who need to refer to them, while preserving confidentiality. Plans will capture the key information and actions that are required to support the pupil effectively. The level of detail within the plan will depend on the complexity of the pupil's condition and the degree of support needed. This is important because different pupils with the same health condition may require very different support. Where a pupil has SEND but does not have an EHC plan, their special educational needs should be mentioned in their individual healthcare plan and Additional Needs Plan (ANP). (Where a child/young person has a long term or a complex medical condition, it is recommended that an Additional Needs Plan is initiated and included with the individual healthcare plan as long-term conditions can affect mental health and cognition).

Individual healthcare plans (and their review) should be drawn up in partnership between the school within the Federation, parents/carers and a relevant healthcare professional e.g. school, specialist or children's community nurse, who can best advise on the particular needs of the pupil. Pupils should also be involved whenever appropriate. The aim should be to capture the steps which the Federation school should take to help manage their condition and overcome any potential barriers to getting the most from their education. Partners should agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the Federation school. Please see Appendix Two for a template letter inviting parents to contribute to individual healthcare plan development.

The Federation will ensure that individual healthcare plans are reviewed at least annually or earlier if evidence is presented that the pupil's needs have changed. They will be developed and reviewed with the pupil's best interests in mind and will ensure that the Federation assesses and manages risks to the pupil's education, health and social wellbeing, and minimises disruption. Where a pupil is returning to a school within the Federation following a period of hospital education or alternative provision, we will work with the local authority and education provider to ensure that the individual healthcare plan identifies the support the pupil will need to reintegrate effectively.

Where home to school transport is being provided by East Sussex County Council, we will support the development of any risk assessments and share the individual healthcare plan with the local authority and driver/escort. Where pupils have a life threatening condition or a medical need that requires an emergency response, individual healthcare plans should be carried on the vehicle detailing the procedure to be followed in the event of an emergency. In the event that home to school transport is not being provided by East Sussex County Council, the risk assessment and healthcare plan will be shared as appropriate.

Individual healthcare plans will suit the specific needs of each pupil, but will all include the following information:

- The medical condition, its triggers, signs, symptoms and treatments;
- The pupil's resulting needs, including medication (dose, side effects, storage and expiry) 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, travel time between lessons;
- Specific support for the pupil's educational, social and emotional needs - for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- The level of support needed (some pupils will be able to take responsibility for their own health needs) including in emergencies. As a Federation with primary aged pupils it would not be appropriate for pupils to be self-managing their medication, this would be clearly stated, and appropriate arrangements made;
- 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 within the Federation needs to be aware of the pupil's condition and the support required;
- Arrangements for written permission from parents/carers and the relevant Federation Headteacher, for medication to be administered by a member of staff during school hours;
- Separate arrangements or procedures required for offsite visits or other school activities outside of the normal school timetable that will ensure the pupil can participate e.g., risk assessment;
- Where confidentiality issues are raised by the parent/pupil, the designated individual is to be entrusted with information about the pupil's condition; and
- What constitutes an emergency for the individual child, procedures to be followed in an emergency, including whom to contact, and contingency arrangements. Some pupils may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

Roles and Responsibilities

Please refer to the section on policy implementation for the functions that have been delegated to different, named post holders/members of staff at the Federation.

In addition the Federation can refer to the **School Health Team** using the online referral form which can be found at <https://www.kentcht.nhs.uk/service/school-health-service-east-sussex/> for support with drawing up Individual Healthcare Plans, awareness training around common medical conditions, liaison with lead clinicians

including identifying specialist training and advice or support in relation to pupils with medical conditions.

Other **healthcare professionals, including GPs and paediatricians** should notify the School Health Team when a child has been identified as having a medical condition that will require support at school. Specialist local health teams may be able to provide support, and training to members of staff, for children with particular conditions (e.g. asthma, diabetes, epilepsy, anaphylaxis).

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. They should 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 or Additional Needs Plan. The Federation school should complete a Pupil Voice tool to support the development of these plans.

Parents/carers should provide their school within the Federation with sufficient and up-to-date information about their child's medical needs. They may, in some cases be the first to notify their school that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child's individual healthcare plan and may be involved in its drafting. 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.

East Sussex County Council will work with the Federation to support pupils with medical conditions to attend full time. Where pupils 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. ISEND Teaching and Learning Provision is an East Sussex service which supports schools in the education of children and will provide teaching in a range of settings if a young person is unable to attend school for 15 days or more because of health needs (whether consecutive or cumulative across the year).

Providers of health services should co-operate with schools that are supporting children with medical conditions. They can provide valuable support, information, advice and guidance to schools, and their members of staff, to support children with medical conditions at school.

The **Ofsted** common inspection framework promotes greater consistency across inspection remits. Inspectors must consider how well a school meets the needs of the full range of pupils, including those with medical conditions. Key judgements will be informed by the progress and achievement of these children alongside those of pupils with special educational needs and disabilities, and also by pupils' spiritual, moral, social and cultural development. Schools are expected to have a policy dealing with medical needs and to be able to demonstrate that it is being implemented effectively.

Employee Training and Support

Whole Federation awareness training will be arranged so that members of staff are aware of the Federation's policy for supporting pupils with medical conditions and their role in implementing this policy.

The following staff have received training for administering medicines:

Framfield Church of England Primary School:

Sandra Duncan – HLTA and Hollie Maughan – Secretary

Blackboys Church of England Primary School

Charlene Promfret – TA and Graham Sullivan - Headteacher

The following staff have received specific/specialist training:

Framfield Church of England Primary School

| <i>Course</i> | <i>Member of Staff</i> | <i>Date of Course</i> |
|------------------------------------|-------------------------------|-----------------------|
| First Aid at Work | Sandra Duncan - HLTA | 01/02/2022 |
| | | |
| Paediatric First Aid | Sandra Duncan - HLTA | 23/05/2022 |
| Paediatric First Aid | Debbie Coshall - TA | 29/09/2022 |
| | | |
| Administration of Medicines | Sandra Duncan – HLTA | 10/12/2020 |
| Administration of Medicines | Hollie Maughan – Secretary | 18/06/2021 |
| Administration of Medicines | Emma Doherty – Secretary | 11/11/2022 |
| Administration of Medicines | Graham Sullivan – Headteacher | 11/11/2022 |
| | | |
| Basic First Aid Training at School | Hollie Maughan – Secretary | 09/01/2022 |
| Basic First Aid Training at School | Kelly Sargent - TA | 09/01/2022 |
| | | |
| Diabetes Training | Sandra Duncan - HLTA | September 2021 |
| Diabetes Training | Nicky Kent - Teacher | August 2021 |
| Diabetes Training | Debbie Coshall - TA | 15/05/2022 |

Blackboys Church of England Primary School

| <i>Course</i> | <i>Member of Staff</i> | <i>Date of Course</i> |
|----------------------|--|------------------------------------|
| First Aid at Work | Charlene Pomfret - TA | 15/10/2022 |
| First Aid at Work | Lucy Sheffield – Administration Co-ordinator | 12/05/2022 |
| | | |
| Paediatric First Aid | Charlene Pomfret -TA | 06/03/2023 07/03/2023 booked |

| | | |
|-----------------------------|-------------------------------|------------------------|
| Paediatric First Aid | Julia Harper – TA | 15/09/2021 |
| Administration of Medicines | Charlene Pomfret - TA | 17/10/2021 |
| Administration of Medicines | Julia Harper – TA | 15/09/2022 (booked) |
| Administration of Medicines | Emma Doherty – Secretary | 11/11/2022 |
| Administration of Medicines | Graham Sullivan – Headteacher | 11/11/2022 |

We will record employee training for administration of medicines and/or clinical procedures. Please see Appendix Three.

All members of staff who are required to provide support to pupils for medical conditions will be trained by healthcare professionals qualified to do so where required. The training need may be identified by the healthcare professional during the development or review of the individual healthcare plan or we may choose to arrange training ourselves and will ensure that it remains up-to-date.

Training should be sufficient to ensure that members of staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements set out in the individual healthcare plans. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

For the protection of both members of staff and pupils a second member of staff will be present while more intimate procedures are being followed.

Members of staff must not give prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect any individual healthcare plans). A first aid certificate does not constitute appropriate training in supporting children with medical conditions. Healthcare professionals, including the school nurse, can provide confirmation of proficiency of members of staff in a medical procedure, or in providing medication.

All members of staff will receive induction training and regular whole Federation awareness training so that all members of staff are aware of the Federation's policy for supporting pupils with medical conditions and their role in implementing the policy. The Federation's Headteachers, will seek advice from relevant healthcare professions about training needs, including preventative and emergency measures so that members of staff can recognise and act quickly when a problem occurs.

The family of a pupil will often be essential in providing relevant information to the Federation about how their child's needs can be met, and parents will be asked for their views. They should provide specific advice but should not be the sole trainer.

The child's role in managing their own medical needs

The Federation would discuss with parents/carers pupil's management of their medication and procedures as necessary as a Federation with primary aged pupils it would not be appropriate for pupils to be self-managing their medication, this would

be clearly stated, and appropriate arrangements made. This will be reflected in the individual healthcare plan.

As a Federation with primary aged pupils, medicines and relevant devices will be stored to enable pupil's access to their medication for self-medication quickly and easily; these will be stored as below to ensure that the safeguarding of other children is not compromised:

Framfield Church of England Primary School – in the small kitchen. Medicines which require refrigeration will be stored in the fridge in the small kitchen in a locked tin. The key for this is located at height in the small kitchen.

Blackboys Church of England Primary School – in the small kitchen, located in the School Hall. Medicines which require refrigeration will be stored in the fridge in a locked safe. The key for this is kept in the locked Medicine Cabinet within the First Aid room (located at height and fixed to the wall). All other 'dry' medicines are kept in the First Aid Cabinet located at height in the First Aid Room.

The Federation also recognises that pupils who take their medicines themselves and/or manage procedures may require an appropriate level of supervision. If it is not appropriate for a pupil to self-manage, then relevant members of staff will help to administer medicines and manage procedures for them.

If a pupil refuses to take medicine or carry out a necessary procedure, members of staff should not force them to do so, but follow the procedure agreed in the individual healthcare plan and inform the Federation School's Designated Safeguarding Lead. Parents/carers will also be informed so that alternative options can be considered.

Managing Medicines on Federation Premises and Record Keeping

Within the Federation the following procedures are to be followed:

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so;
- No child under 16 should be given prescription or non-prescription medicines without their parent's/carer's written consent. Please see Appendix Four for Parental Consent Form - except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, every effort should be made to encourage the child or young person to involve their parents while respecting their right to confidentiality;
 - Framfield Church of England Primary School will not administer non-prescription medicines (including herbal medicines) except in exceptional circumstances and where agreed by the Headteacher. If possible, parents/carers will be asked to administer non-prescribed medicines as required during the school day i.e. lunch time.
 - Blackboys Church of England Primary School will not administer non-prescription medicines (including herbal medicines). In

exceptional circumstances only parents/carers will be able to administer non-prescribed medicines with the authorisation of the Headteacher as required during the school day i.e. lunch time.

- In addition to above the Federation's policy on non-prescription medicines is:
 - selective administration of non-prescription medicines, e.g. to children with medical conditions that, if not managed would limit their access to education, where a child's condition can be managed with an 'over the counter' medicine or those children where the school would be considered in breach of disability legislation.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours; (i.e. 3 x a day)
- The Federation will only accept prescribed medicines, with written permission from parent/carer that are in-date, within use-by date, labelled, provided in the original container (as dispensed by a pharmacist – bottles should have a childproof cap) and include instructions for administration, dosage and storage. The exception to this is insulin which must be in-date, but will generally be available to schools inside an insulin pen or a pump, rather than its original container;
- It is recommended that a primary school pupil should never carry medicine to and from school.
- The Federation will contact parents/carers of any pupil that is found to be in possession of medication. These medicines will be stored correctly, and parents/carers will be asked to collect them at the end of the school day from authorised personnel at their School Office.
- The adult in charge of the pupil should hand medicines to the following members of staff at Federation Schools, as soon as the pupil arrives:

Framfield Church of England Primary School:

Hollie Maughan, Secretary, Emma Doherty, Secretary,
Heather Camsell, Bursar

All medicines will be stored safely in the small kitchen. All non-emergency and 'dry' medication will be kept in a locked cupboard used only for that purpose. Some medicines need to be refrigerated. These may only be kept in a refrigerator containing food if they are in an airtight container and clearly labelled. There will be restricted access to a refrigerator holding medicines.

Blackboys Church of England Primary School:

Lucy Sheffield, Administration Co-ordinator, Emma Doherty, Secretary,
Charlene Pomfret, Teaching Assistant (TA), Julia Harper, Teaching Assistant (TA), Graham Sullivan, Headteacher.

All medicines which require refrigeration will be stored safely in the small kitchen located in the School Hall. All non-emergency and 'dry' medication will be kept in a locked cupboard used only for that purpose. Some medicines need to be refrigerated. These may only be kept in a refrigerator containing

food if they are in an airtight container and clearly labelled. There should be restricted access to a refrigerator holding medicines.

- Pupils will know where their medicines are at all times and be able to access them immediately with a member of staff. Where relevant, they will know who holds the key to the storage facility:

Framfield Church of England Primary School – Sandra Duncan, HLTA, (Hollie Maughan, Secretary, Emma Doherty, Secretary, for returning medicines to parents/carers at the end of the school day).

Blackboys Church of England Primary School – Charlene Pomfret, TA or Julia Harper, TA.

- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline auto-injectors should always be readily available and not locked away. Arrangements are in the First Aid Room at Blackboys Church of England Primary School and asthma inhalers are stored in relevant child's classroom and auto-injectors are stored in a cupboard in the school office (which is unlocked for easy access) at Framfield Church of England Primary School. Pupils requiring such devices are identified and a 'register' of affected pupils is kept up to date. Asthma inhalers should be marked with the pupil's name.
- A pupil who had been prescribed a controlled drug may legally have it in their possession if they are competent to do so but passing it to another pupil for use is an offence. Monitoring arrangements may be necessary. As a Federation with primary aged pupils it is more appropriate that we will keep all controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named members of staff will have access. The name of the person(s) responsible for the cabinet or administering medication should be stated on the cabinet. Controlled drugs should be easily accessible in an emergency. In cases of emergency the key must be readily available to all members of staff to ensure access. A record should be kept of any doses used and the amount of the controlled drug held in a school within the Federation.
- Members of staff administering medicines should do so in accordance with the prescriber's instructions. The Federation will keep a record of all medicines administered to individual pupils, please see Appendix Five, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted. Written records are kept of all medicines administered to pupils. These records offer protection to members of staff and pupils and provide evidence that agreed procedures have been followed.
- Only one member of staff **at any one time** should administer medicines (to avoid the risk of double dosing). Arrangements should be made to relieve this member of staff from other duties while preparing or administering doses (to avoid the risk of interruption before the procedure is completed). The dose is witnessed by a second member of staff to ensure correct administering. If more than one person administers medicines a system will be arranged to avoid the risk of double dosing,

e.g. a rota, routine consultation of the individual pupil's medicine record before any dose is given, etc.

- Medicines will only be handed over to the adult in charge of the pupil at the end of the school day. They must be signed out. Please See Appendix Six for Medication In/Out Log.
- When no longer required, medicines should be returned to the parent/carer to arrange safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.
- The Governing Body are considering whether to hold asthma inhalers on site for emergency use.
- The Governing Body are considering whether to hold adrenaline auto-injectors on site for emergency use.
- Procedures are in place to ensure that medication expiry dates are checked, and that replacement medication is obtained.

Medication Errors

A medication error is when the administration deviates from the instructions of the medical professional and parent. Medication errors typically occur when schools have more than one pupil with the same name. Some examples of medication errors include administration of:

- a medication to the wrong pupil
- the wrong medication to a pupil
- the wrong dosage of medication to a pupil
- the medication via the wrong route
- the medication at the wrong time.

Each medication error must be reported to the Federation Headteacher, Designated Safeguarding Lead and the parents/carers. The incident will also be reported via the East Sussex County Council online incident reporting system. Procedures are in place to minimise the risk of medication errors.

Emergency Procedures

The Federation's Headteachers will ensure that arrangements are in place for dealing with emergencies for all school activities wherever they take place, including school trips within and outside the UK, as part of the general risk management process.

Where a pupil has an individual healthcare plan, this will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant members of staff are aware of emergency symptoms and procedures. Other pupils in the school within the Federation should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

If a pupil needs to be taken to hospital, members of staff will stay with them until the parent arrives, or accompany a child taken to hospital by ambulance. The Federation is aware of the local emergency services cover arrangements and that the correct information is provided for navigation systems.

Offsite Visits and Sporting Activities

The Federation will actively support pupils with medical conditions to participate in offsite visits and sporting activities by being flexible and making reasonable adjustments unless there is evidence from a clinician such as a GP that this is not possible.

The Federation will always conduct a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions can be included safely. The individual healthcare plan will be updated with specific information required for the visit/activity and a copy will be taken on the visit. All members of staff supervising offsite visits will be made aware of any medical needs and relevant emergency procedures. This will involve consultation with parents\carers and relevant healthcare professions and will be informed by the Federation's Educational Visits and Offsite Activities Policy.

Members of staff with the role of administering medicines must have relevant and current training to do so. A first aid qualification does not cover the skills and knowledge required for the administration of medicines.

Specific procedures on the transporting, storing, etc of medication whilst on an off-site visit is detailed within the Federation's Educational Visits and Offsite Activities Policy.

Hygiene/Infection Control

All members of staff should be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures. Members of staff will have access to protective disposable vinyl gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment. Further information is contained in the First Aid Policy and the Guidance for Schools on First Aid.

Equipment

Some pupils will require specialist equipment to support them whilst attending school. Members of staff will check the equipment, in line with any training given, and report concerns to the relevant Federation Headteacher.

The maintenance contract/safety checks for all equipment and the procedure to be followed in the event of equipment failure will be detailed within the individual healthcare plan.

Members of staff must be made aware of the use, storage and maintenance of any equipment.

The Governing Body is considering whether to invest in a defibrillator and associated staff training. A defibrillator is accessible on the outside wall of the Memorial Hall, The Street, Framfield which is located next to Framfield Church of England Primary School, with respect to Blackboys Church of England Primary School the Governors are considering purchasing a defibrillator unit.

Unacceptable Practice

Although members of staff within the Federation should use their discretion and judge each case on its merits with reference to the pupil's individual healthcare plan, it is unacceptable practice 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\carers; or ignore medical evidence or opinion (although this may be challenged);
- Send pupils with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- Send a pupil who becomes ill to the school office or medical room unaccompanied, or with someone unsuitable, e.g. another pupil, parent helper;
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- Prevent pupils from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively;
- Require parents\carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parents should have to give up working because the school is failing to support their child's medical needs; or
- Prevent pupils from participating or creating unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

Liability and Indemnity

Individual cover may need to be arranged for any healthcare procedures, in particular those which would be considered invasive or normally undertaken by a medical professional. If in any doubt, please contact the Insurance Team who will check with external insurers. Any requirements of the insurance, such as the need for staff to be trained, should be made clear in the Health Care Plan and complied with. In the event of a claim alleging negligence by a member of staff, civil actions are likely to be brought against the employer rather than the employee.

Members of staff who assist with administering medication to a child in accordance with the procedures detailed within this policy are explicitly reassured that they will be acting within the scope of their employment and that they will be indemnified. Indemnity requires that these procedures are followed as described here. The indemnity though will not be given in cases of fraud, dishonesty, or criminal offence. In the most unlikely event of any civil action for damages being taken against a member of staff, the Federation will accept responsibility in accordance with the indemnity. Any member of staff will be fully supported throughout the process should an allegation be made.

Complaints

Should parents/carers be dissatisfied with the support provided they must discuss their concerns directly with their school within the Federation. This will be with the child's Classroom Teacher in the first instance, with whom any issues should be addressed. If this does not resolve the problem or allay the concern, the problem should be brought to the relevant Headteacher. In the unlikely event of this not resolving the issue, the parent\carer must make a formal complaint using the Federation's Complaints Policy and Procedure.

Review

This Policy will be reviewed as it is deemed appropriate, but no less frequently than annually. The Policy review will be undertaken by the Federation's Headteachers and the Governing Body's Policies Working Party.

Appendix One – Individual Healthcare Plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

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| |

Family Contact Information

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

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Clinic/Hospital Contact

Name

| |
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| |
|--|

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school?

Who in the school needs to be aware of the child's condition and the support required?

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 to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Describe action to take in the event of the child/young person refusing their medication

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Procedures to be followed when transporting the child/young person (e.g. home to school/setting transport, off-site visits)

Other information

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

Who is responsible in an emergency? *(state if different for off-site activities)*

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to:

| |
|--|
| |
|--|

| | |
|--------------------------|------------------|
| Signed: | Signed: |
| (Federation Headteacher) | (Parent / Carer) |

| | |
|-------|------------------------|
| Date: | Date: |
| | Relationship to child: |

Appendix Two – Letter inviting parents/carers to contribute to Individual Healthcare Plan Development

Dear Parent

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 Federation'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 the pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the Federation school, parents, 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 on 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 xx/xx/xx at xxxx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve the following people, xxxxx. 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, together with any relevant evidence, for consideration at the meeting. I would be happy for you to contact me by email or to speak by telephone if this would be helpful.

Yours sincerely

Appendix Three – Employee Training Record – Clinical Procedures

| | | |
|--|--------------------------------|--|
| Name of School: | | |
| Name: | | |
| Name of Child: | Date of Birth: | |
| Training Received (insert date each section is completed) | | |
| Basic Level Skills | Date: | |
| 1) Identify skill: | | |
| a. One theory session | | |
| b. One observation | | |
| c. 3 practicals: | Talked through by tutor | |
| | Commentate to tutor | |
| | Independent, observed by tutor | |
| 2) Additional Skill/Emergency Procedure | | |
| a. One observation | | |
| b. 3 practicals: | Talked through by tutor | |
| | Commentate to tutor | |
| | Independent, observed by tutor | |
| 3) List of equipment and consumables shown as part of skill: | | |
| I confirm that _____ has received the training detailed above and is competent to carry out the procedure at the time of assessment. | | |
| Signed: | Date: | |
| Position: | | |

| | |
|---|-------|
| I confirm that I have received the training detailed above. | |
| Signed: | Date: |
| Refresher Training to be undertaken by (insert date) | |

Appendix Four – Parental Consent Form

To be completed by the parent/guardian of any child/young person to whom drugs may be administered under the supervision of school staff. The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours; (i.e. 3 x a day)

If you need help to complete this form, please contact the School or the Health Visitor attached to your doctor's surgery.

Please complete in block letters

Date for review to be initiated by

Name of school

Name of child

Date of birth

Group/class/form

Medical condition or illness

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| |

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

| |
|--|
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| |

Self-administration – y/n

Procedures to take in an emergency

Time medicine given at home
(we have been advised that we need to
leave 6 hours between doses)

Has your child taken this medication
before?

| |
|--------|
| |
| |
| |
| YES/NO |

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the
medicine personally to

| |
|--------------------------|
| |
| |
| |
| |
| [agreed member of staff] |

A separate form must be completed for each medicine.

I accept that I must deliver the medicine personally to (agreed member of staff). The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school staff administering medicine in accordance with their 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.

I understand that it may be necessary for this treatment to be carried out during educational visits and other out of school activities, as well as on the school premises.

I undertake to supply the school with the drugs and medicines in properly labelled containers, with respect to bottles with child proof caps.

I accept that whilst my child is in the care of the school, the school staff stand in the position of the parent and that the school staff may therefore need to arrange any medical aid considered necessary in an emergency, but I will be told of any such action as soon as possible.

Signature(s) _____

Date _____

Appendix Five – Record of Medicines Administered to Individual Children

| Record of medicine administered to an individual child – St Thomas à Becket Church of England Federation School | | | | | | |
|---|------|------------|---------------|---------------------------------|------------------------------------|-------------|
| Name of child and date of birth: | | | | Quantity received and by whom: | | |
| Class: | | | | Expiry date: | | |
| Date medicine provided by parent/carer/guardian: | | | | Dose and frequency of medicine: | | |
| Parental consent form received Y/N? | | | | Quantity returned: | | |
| Name, strength and form of medicine: | | | | Special instructions: | | |
| Date | Time | Dose given | Any reactions | Refused | Signatures of two members of staff | Print names |
| | | | | | | |
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Appendix Six – Medication In/Out Log

[illegible]