



## St Martin's C of E Primary and Nursery School

### POLICY FOR SUPPORTING PUPILS WITH MEDICAL NEEDS

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## **1. ROLES AND RESPONSIBILITIES**

1. The staff of St. Martin's C of E Primary & Nursery School wishes to ensure that young people with medical needs receive proper care and support at this school. This policy has been developed in line with the 2021 model policy published by Babcock LDP. Our intention is to ensure that students with 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" including trips and PE. OfSTED places a clear emphasis on meeting the needs of students with SEN and Disabilities.
2. **The Governing Board** will be responsible for ensuring that the arrangements they put in place are sufficient to meet their statutory responsibilities and should ensure that policies, plans, procedures and systems are properly and effectively implemented and reviewed regularly and in line with the school's policy review cycle. Review and implementation of the policy will be overseen jointly by the Lead Governors for SEND and Health & Safety, in liaison with the Headteacher and the SENDCo. Approval of any review of this policy must be undertaken by the Full Governing Board.
3. **The Headteacher** will be responsible for ensuring the following happens:
  - Ensuring parents of returning/joining children have access to a copy of this policy and understand their responsibilities, and the school's responsibilities
  - All staff are provided with access to this policy via the shared Google drive and understand their role in its implementation
  - Ensuring this policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.
  - Sufficient numbers of staff will be trained to support the medical needs of the joining/returning student in normal, contingency and emergency situations.
  - Facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy if necessary.
  - Procedures are understood by all staff for supporting the student during play/lunch/afterschool activities
  - Ensuring any supply/peripatetic staff know about the medical needs of the student
  - Relevant health support is sought to advise staff of student's needs.
  - Ensuring that all staff understand and are trained in the school's general emergency procedures.
  - Ensuring that the procedures for managing medical information are understood and followed by staff (when medical information is received, **the admin team** will add this on to SIMS and copy/pass to the Lead for First Aid. **The Lead for First Aid** will liaise with the Class Teacher/Inclusion Team as necessary).
  - Ensuring that all staff working in the Hub and/or on the Bus are aware of the needs of the children they are working with and where medication is stored in classrooms.

## **2. DEVELOPING AN INDIVIDUAL HEALTH CARE PLAN (IHCP)**

Where identified as being necessary, Individual Health Care Plans (IHCP) will be developed on an individual basis between St Martin's Primary & Nursery School, healthcare professionals and parents so that the steps needed to help a student manage their condition and overcome any potential barriers to getting the most from their education are identified. The IHCP will include:

- a) The student's medical condition, its triggers, symptoms, medication needs and the level of support needed in an emergency. Also, it must include any treatments, time, facilities, equipment, testing and access to food or drink (where it is used to manage their condition), dietary requirements and environmental issues such as crowded corridors and travel time between lessons
  - b) Specific support for the student's education, social and emotional needs, such as how will absences be managed, requirements for extra time to complete exams, use of rest periods or counselling sessions
  - c) Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support from a healthcare professional
  - d) Cover arrangements and who in the school needs to be aware of the student's condition and the support required including supply staff
  - e) Arrangements for written permission from parents for medication
  - f) Arrangements or procedures for school trips or other school activities outside the normal timetable; completion of risk assessments for visits and school activities outside the normal timetable
  - g) The designated individuals to be entrusted with the above information
  - h) Procedures in the event of the student refusing to take medicine or carry out a necessary procedure
4. **The Headteacher** will have the final decision on whether an Individual Health Care Plan is required.
5. The family of a child will often be key in providing relevant information to school staff about how their child's needs can be met. **Parents/Carers** will be responsible for ensuring the following happens:
- Providing sufficient and up to date information about their child's medical needs to the school, including completing all necessary forms (Medical Needs Information, Administration of Medicine) and updating these as and when any changes occur
  - They co-operate fully with the development and review of their child's individual healthcare plan
  - Any action they have agreed to as part of the plan's implementation is carried out e.g. provide medications and equipment
  - Ensure they or another nominated adult are contactable at all times and that contact details are updated whenever necessary.
7. The pupil's voice is very important. They will be encouraged to contribute as much as possible to discussions about their medical needs.
8. **The school nurse** will ensure that the following happens:
- Notify the school when a child has been identified with requiring support in school due to a medical condition

- Liaise locally with lead clinicians on appropriate support
9. The Local Authority will ensure that the following happens:
- Support, advice and guidance is provided to the school and its staff
  - Suitable training is made available to school staff as required
  - Alternative arrangements are made for the education of students who need to be out of school for fifteen days or more due to a medical condition.

### **3. THE ADMINISTRATION OF MEDICINE**

1. **The Headteacher** will accept responsibility in principle for members of school staff giving or supervising a student taking prescribed medication during the day, where those members of staff have volunteered to do so.
2. This policy is available to view on the school website and parents will be notified of this via the school newsletter.
3. Both prescribed and non-prescribed medication will be accepted in the school. Medication will not be accepted in St Martin's C of E Primary School without the parent/carer completing and signing the school's 'Parental Agreement for a DCC Establishment to Administer Medicine' form. Forms are available from the school office and child's classroom.
5. Only reasonable quantities of medication will be accepted (no more than one week's supply).
6. Each item of medication should be delivered in its original dispensed container and handed directly to the Headteacher or to a nominated person authorised by the Headteacher. The only exception to this is insulin which must be in date but could be provided inside an insulin pen or pump, rather than its original container.
7. Each item of medication should be clearly labelled with the following information:
  - 1 . Student's name
  - 2 . Name of medication
  - 3 . Dosage
  - 4 . Frequency of dosage
  - 5 . Date of dispensing
  - 6 . Storage requirements (if important)
  - 7 . Expiry date (if available)
8. The school will not accept items of medication which are in unlabelled containers or not in their original container.
9. Written records will be kept of any medication administered to children.
10. Emergency medication is stored in a red box in the classroom. This includes EpiPens, inhaler and medication that is required 'as and when' per parental agreement. Children who require emergency medication e.g., inhalers should know where their medication is kept. When medication needs to be

refrigerated, it will be stored in the medical fridge in the office and administered by office staff. Other than inhalers and emergency medication, all other medicines are also stored in the office. For children who have EpiPens, adults in class or Forest leader needs to ensure that one of their EpiPens is in the first aid box which is taken out to the Forest and then returned to the red box in the classroom after the session. Key teaching staff are trained to administer EpiPen training. Trained named staff are responsible for the administration of injections for the treatment of diabetes.

11. Where it is appropriate to do so, students will be encouraged to administer their own medication if necessary, under staff supervision. Parents/carers will be asked to confirm in writing if they wish their student to carry their medication with them. In the event of a drug which is prescribed but not emergency medicine such as Methylphenidate (Ritalin), students may not be allowed to carry these for the safety of other school users.
12. It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of a student's need for medication.
13. It is also the responsibility of parents/carers to ensure any medication kept in school is in date and suitable for use.
14. If a pupil refuses their medication, staff will record this and report it to the parents/carers as soon as possible.
15. Staff who volunteer to assist in the administration of invasive medication will receive appropriate training/guidance through arrangements made with the school's Nurse Service. In pre-school settings arrangements will be made through Primary Care Health Visitors.
16. The school will make every effort to continue the administration of medication to a student whilst on activities away from the premises.

#### **4. INSURANCE**

Teachers who undertake responsibilities within this policy are covered by the school's insurance. The school's insurance will cover liability relating to the administration of medicine.

1. The school is insured with QBE Insurance (Europe) Ltd.
2. The following acceptable treatments agreed with our insurers as follows
  - a) Ear/nose drop application
  - b) Inhalers and nebulisers limited to the provision of assistance to user in application or fitting of mask (this includes emergency inhalers provided by the school)
  - c) Injections limited to the administration of pre-packaged doses (intramuscular or subcutaneous) required in a pre-planned emergency.
  - d) Medipens (Epipens) for anaphylactic shock with a pre-assembled pre-dosed EpiPen epinephrine or adrenaline/epinephrine

- e) Oral medication administered as prescribed by a health care professional subject to this policy and obtaining parental consent forms
- f) Non-prescription oral medication administered as directed by parent/carer on parental consent form.
- g) Defibrillator – only covered if administered by a trained member of school staff.

## **5. EMERGENCIES**

1. Medical emergencies will be dealt with under the school's emergency procedures.
2. Where an Individual Healthcare plan (IHCP) is in place, it should detail what constitutes an emergency and what to do in an emergency.
3. Pupils will be informed in general terms of what to do in an emergency e.g. telling a teacher
4. All pupils will be informed where to go if they witness or are involved in an emergency situation.
5. If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parent/carer arrives. Staff should not take children to hospital in their own car.

## **6. PROVISION OF EMERGENCY SALBUTAMOL INHALERS IN SCHOOLS.**

1. **The Lead for First Aid** is responsible for overseeing the protocol for use of the emergency inhaler, monitoring its implementation and for maintaining the asthma register. **The SENDCo (Emily Kelsall and Ali Hirst) and SEND Administrator (Jacqueline Brooks)** are responsible for the purchase and supply of the inhalers and spacers. **The Lead for First Aid (James Cook)** is responsible for the storage, care and disposal of the inhaler and spacer, as well as the other items recommended to have in an emergency asthma inhaler kit detailed in the DfE March 2015 Guidance.
2. The emergency inhalers are kept in the school office, clearly labelled on top of the office fridge.
3. The school will keep a register of children in the school that have been diagnosed with asthma or prescribed a relieve inhaler, which will be kept with the emergency inhalers.
4. **The Lead for First Aid** will be responsible for ensuring that there has been written consent from parents for the administration of the emergency inhaler and spacer, The emergency inhaler/spacer will only be available for pupils who have been diagnosed with asthma and have been prescribed relieve inhaler AND for whom parental consent has been given. This information will be recorded in a pupil's IHCP.
5. The school will ensure that the emergency inhalers are only used by children with asthma with written parent consent for use of the emergency inhalers.
6. Appropriate support and training for staff in the use of the emergency inhaler will be provided. **The Lead for First Aid** will be responsible for ensuring the following:
  - Instructing all staff on the symptoms of an asthma attack
  - Instructing all staff on the existence of this policy
  - Instructing all staff on how to check the asthma register
  - Instructing all staff on how to access the inhaler
  - Making all staff aware of who the designated staff are and how to access their help

Jesus said "I have come that you may have life, life in all its fullness". (John 10:10)

- Ensuring that designated staff recognise the signs of an asthma attack and when emergency action is necessary
  - Know how to administer inhalers through a spacer
  - Make appropriate records of attacks
7. The staff will keep a record of use of the emergency inhaler and inform parents/carers that their child has used the emergency inhaler.

## **7. PUPILS WITH ANAPHYLAXIS**

1. St. Martin's CE Primary & Nursery School has decided not to hold emergency auto-injectors due to their short expiry times but adheres to the following procedures for managing pupils who hold them.
2. **The Lead for First Aid** will be responsible for ensuring the following:
  - Instructing all staff on the symptoms of an anaphylaxis attack
  - Instructing all staff on the existence of this policy
  - Instructing all staff on how to check the pupil medical register
  - Instructing all staff on how to access the auto-injector
  - Making all staff aware of who are the designated staff and how to access their help
  - Ensuring that designated staff recognise the signs of an anaphylaxis attack and when emergency action is necessary
  - Ensuring designated staff know how to administer the auto-injectors
  - Ensuring designated staff make appropriate records of attacks
3. **The Lead for First Aid** will be responsible for ensuring that parents/carers are informed when their child's EpiPen has been used.

## **8. AVOIDING UNACCEPTABLE PRACTICE**

St. Martin's CE Primary & Nursery School understands that whilst staff should use their discretion and judge each case on its merits, it is not generally 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 for reason associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- If the child becomes ill, send them 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 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, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including 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 e.g. by requiring parents to accompany the child.

## **9. GRIEVANCE PROCEDURE**

Should parents or pupils be dissatisfied with the support provided they should, in the first instance, discuss their concerns directly with the school.

The details of how to make a formal complaint can be found in the Complaints Policy on the school website. In summary:

Stage 1 – Issue should be raised with the Class teacher if concerning a teaching assistant, the Phase Leader if related to a teacher or with the School Business Manager if related to a member of non-teaching staff.

Stage 2 – Issue raised with the Headteacher (or Chair of Governors if complaint against Headteacher)

Stage 3 – Complaint put in writing to Chair of the Governing Body or nominated governor, who will arrange for it to be investigated.

Stage 4 – Complaint may be heard by Governor Panel if not resolved by Chair of Governors' investigation and report.

Concerns or complaints by staff are covered by the school's Whistleblowing Policy, which is available on the school website and the internal wiki policies page.



## **10. POLICY REVIEW**

<b>Policy Review Term:</b>	<b>Annual</b>
<b>Lead member of staff responsible for review:</b>	<b>SENDCo</b>
<b>Lead Governor responsible for review:</b>	<b>Lead for SEND &amp; Inclusion</b>
<b>Date policy adopted:</b>	<b>25<sup>th</sup> June 2012</b>
<b>Dates policy reviewed:</b>	<p><b>26<sup>th</sup> November 2014</b>  <b>30<sup>th</sup> October 2015 – amended to reflect how the school supports pupils with medical conditions. Title of policy changes from Administration of Medicine to Supporting Pupils with Medical Needs.</b>  <b>22<sup>nd</sup> June 2016 – reviewed and amended to reflect DfE Dec 2015 Guidance and to include insurance cover of defibrillator. Amendments approved at Full GB 18.7.16.</b>  <b>Reviewed and approved 16.10.17 – no amendments made.</b>  <b>Reviewed by Lead Governor and SENDCo Nov 18 – first aider list and staff members responsible for managing emergency inhalers updated. Approved at full GB 10.12.18.</b>  <b>Reviewed by Lead Governor and SENDCo Dec 19 – amendments made to update day to day practice in school. Approved at Full GB 3.2.19.</b>  <b>Reviewed by Lead Governor and SENDCo, approved at Full GB 7<sup>th</sup> December 2020</b>  <b>Reviewed by Lead Governor and SENDCo, approved at Full GB meeting 7<sup>th</sup> March 2022 – amendments made to include staff changes, procedures for the Hub and the Bus, updating storage locations for medicine held in school and to clarify responsibilities for managing pupils with asthma and anaphylaxis.</b>  <b>Reviewed and approved at the Full GB meeting 7<sup>th</sup> November 2022 – staffing changes made.</b>  <b>4<sup>th</sup> December 2023 – staffing changes made.</b></p>
<b>Dates policy amended between reviews:</b>	<p><b>Amended 10.10.16 to include provision of emergency inhalers.</b>  <b>Amended 22.5.17 to reflect change to administering non-prescription medicine with the written consent of the parent/carers.</b></p>

## Appendix 1

# First Aid Procedures @ St Martin's



**In the event of a serious injury phone 999 for an ambulance – all phones in the classroom, staffroom and offices need you to dial 9 for an outside line.**

### Minor Accident

All staff in their 'loco parentis' role are able to deal with any minor injuries that occur.

If dealing with a minor injury where there is a small cut or graze, bathe the wound with water and, if appropriate dress with a plaster.

If you have any concerns about the injury please take advice from a trained first aider – notices with the names of all staff with first aid training are placed beside the first aid kits in the classrooms, office, medical room and staff room.

Make a record of the injury and the treatment given in the school's accident file.

### Any Head Injury or More Serious Injury

Summon a first aider, if in any doubt about their ability to deal with the injury the first aider will ask another member of staff to phone for an ambulance.

The first aider will make a decision about whether the child's parents/carers need to be contacted; if in any doubt contact should be made.

Once the patient has been treated the first aider must record the details in the school's accident/medical file.

Information must be shared with the child's class teacher or TA so that parents/carers can be informed. For bumped heads, a 'bumped head' letter, giving advice about signs and symptoms parents/carers should look out for must be sent home with the child.

**First Aid kits are kept in each of the classrooms, in the medical room and in the main office. A first aid kit must be taken onto the playground for PE and playtimes and on any school outing. The forest school has its own separate first aid kits available.**

**Appendix 2**

**TEMPLATE RECORD OF MEDICINE ADMINISTERED TO A YOUNG PERSON – ST MARTIN’S CE PRIMARY AND NURSERY SCHOOL**

Name of Young Person		Group/Class/Form Tutor group	
Name of medicine		Date medicine provided by parent	
Expiry Date		Quantity Received	Quantity Returned
Fully completed parental consent form received for the admin of this medicine			
<b>Dose and frequency of medicine</b>			

Staff signature

Date

Signature of Parent

Date

**Log of Medicines Administered**

Date	Time given	Dose given	Staff Name	Problems/side effects

**Appendix 3**

**Template Letter to Parents/Carers**

Dear Parent/Carer of .....

**Developing an Individual Healthcare Plan for Your Child**

Thank you for informing us of your child's medical condition. The school has a policy for supporting pupils at school with medical conditions and should you wish to read this, a copy is available on the school's website.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the 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.

To start the process of developing your child's individual health care plan, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with the slip attached to confirm that you give your consent for the completed form to be shared with the School Nurse. If you have any relevant evidence/documentation to support the development of the plan, please could you also include copies of this when you return the plan template. If you would like a meeting with me to discuss completing the form, please tick the box on the form and I will contact you to arrange this.

Please can you return the form and slip to the school office by.....

Should you have any questions, please do not hesitate to contact me.

With kind regards

Emily Kelsall and Ali Hirst  
SENDCo

**Developing an Individual Health Care Plan (IHCP)**

**Please return to the school office FAO SENDCo by.....**

**Child's Name: .....**

I give my consent for the information contained in my child's IHCP to be shared with the School Nurse.

I would like a meeting with the SENDCo to discuss completing the IHCP form.

Signed: .....

Print Name: ..... Date: .....

**Appendix 4**

**Individual Health Care Plan (IHCP)**

Child's name				
Group/class/form				
Name of school/setting	St. Martin's CE Primary & Nursery School			
Date of birth				
Child's address				
Medical diagnosis or condition				
Date				
Review date				
<b>Family Contact Information</b>				
Name				
Relationship to child				
Phone no. (work)				
(home)				
(mobile)				
Name				
Relationship to child				
Phone no. (work)				
(home)				
(mobile)				
<b>Clinic/Hospital Contact</b>				
Name				
Phone no.				
<b>G.P.</b>				
Name				
Phone no.				

Who is responsible for providing support in school	
--	--

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

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Daily care requirements

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

Arrangements for school visits/trips etc

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

**Appendix 5**

**Template Letter to Parents/Carers: Review of an IHCP**

Dear Parent/Carer of .....

**Review of Individual Health Care Plans**

We are currently reviewing Individual Health Care Plans (IHCP) for those children who require one to be in place. To ensure the information we hold is current and correct, please can you complete the enclosed form for your child and then sign the slip below to confirm that you give your consent for the completed form to be shared with the School Nurse. If you would like a meeting to discuss the form with me, please tick the box on the form and I will contact you to arrange this.

Please can you return the form and slip to the school office by.....

Should you have any questions, please do not hesitate to contact me.

With kind regards

Emily Kelsall and Ali Hirst  
SENDCo

.....  
**Review of Individual Health Care Plans (IHCPs)**

**Please return to the school office FAO SENDCo by.....**

**Child's Name:** .....

I give my consent for the information contained in my child's IHCP to be shared with the School Nurse.

I would like a meeting with the SENDCo to discuss completing the IHCP form.

Signed: .....

Print Name: ..... Date: .....