

BARKER'S LANE COMMUNITY SCHOOL

HEALTHCARE NEEDS POLICY

Key Principles

We recognise that for some pupils, regular school attendance is only possible if they are able to receive medication during school hours and their healthcare needs are met effectively. A clear policy understood and accepted by staff, parents and pupils provides a sound basis for ensuring that children with healthcare needs receive proper care and support in school. This policy outlines how Barker's Lane School supports pupils with healthcare needs.

School's Legal Requirements

All pupils with healthcare needs are entitled to a full education. In addition to the duties set out above (Education Act 2002), consideration must also be given to whether the pupil is defined as disabled under the Equality Act 2010. Governing bodies must comply with the duties of this Act, including those within a school context.

Role and Responsibilities

School

The **Governing body** are responsible for:

- developing and implementing effective arrangements to support pupils with healthcare needs. This should include a policy on healthcare needs and where appropriate, Individual Health Plans (IHPs) for particular pupils;
- ensuring arrangements are in place for the development, monitoring and review of the healthcare needs arrangements;
- ensuring the arrangements are in line with other relevant policies and procedures, such as health and safety, first aid, risk assessments, the Data Protection Act 1998, safeguarding measures and emergency procedures;
- ensuring robust systems are in place for dealing with healthcare emergencies and critical incidents, for both on- and off-site activities, including access to emergency medication such as inhalers or adrenaline pens;
- ensuring staff with responsibility for supporting pupils with healthcare needs are appropriately trained;
- ensuring appropriate insurance cover is in place, any conditions are complied with and staff are clear on what this means for them when supporting pupils;
- having an infection prevention policy that fully reflects the procedures laid out in current guidance.

The **Headteacher** is responsible for:

- ensuring the arrangements in place to meet a pupil's healthcare needs are fully understood by all parties involved and acted upon, and such actions maintained;
- appointing a named staff who are responsible for pupils with healthcare needs, liaising with parents, pupils, the school nurse, the local authority and others involved in the pupil's care;
- ensuring a sufficient number of trained staff are available to implement the arrangements set out in all IHPs, including contingency plans for emergency situations and staff absence;
- school staff giving or supervising children taking prescribed medicine during the school day and for ensuring that staff who volunteer to administer any medicine should receive up to date training;
- ensuring that pupils have an appropriate and dignified environment to carry out their healthcare needs;

- checking with the local authority whether particular activities for supporting pupils with healthcare needs are appropriately covered by insurance and making staff aware of any limits to the activities that are covered;
- ensuring all pupils with healthcare needs are not excluded from activities they would normally be entitled to take part in without a clear evidence-based reason;
- notifying the local authority when a pupil is likely to be away from the education setting for a significant period.

All **school staff** are responsible for:

- ensuring they are familiar with school policy and follow the guidelines laid down within the policy.
- are aware of which pupils have more serious or chronic healthcare needs, and where appropriate, are familiar with these pupils' IHPs. This includes knowing how to communicate with parents and what the triggers for contacting them are, such as when the pupil is unwell, refuses to take medication or refuses certain activities because of their healthcare needs;
- are aware of the signs, symptoms and triggers of common life-threatening medical conditions and know what to do in an emergency. This includes knowing who the first aiders are and seeking their assistance if a medical emergency takes place;
- fully understand the education setting's emergency procedures and be prepared to act in an emergency
- any member of staff who notices deterioration in a pupil's health over time should inform the Headteacher who should then discuss the matter with the child's parents;
- ensure pupils (or their friends) know who to tell if they feel ill, need support or changes to support;
- listen to concerns of pupils if they feel ill at any point and consider the need for medical assistance (especially in the case of reported breathing difficulties);
- make sure pupils with healthcare needs are not excluded from activities they wish to take part in without a clear evidence-based reason, including any external trips/visits. This includes ensuring pupils have access to their medication and that an appropriately trained member of staff is present to assist where required;
- are aware of bullying issues and emotional well-being regarding pupils with healthcare needs, and are prepared to intervene in line with school policy;
- are aware that healthcare needs can impact on a pupil's ability to learn and provide extra help when needed;
- support pupils who have been absent and assist them with catching up on missed work – this may involve working with parents and specialist services;
- keep parents informed of how the healthcare need is affecting the pupil in school. This may include reporting any deterioration, concerns or changes to pupil or staff routines.

Parents / Carers & Pupils

Parents / Carers are responsible for:

- providing the school with sufficient and up-to-date information about healthcare needs, including any guidance regarding the administration of medicines and/or treatment from healthcare professionals;
- being involved in the creation, development and review of an IHP (if any);
- where appropriate, support, encourage and enable their child to manage their own healthcare needs;
- informing the school of any changes such as type of medication, dosage or method of administration;
- providing relevant in-date medicines, correctly labelled, with written dosage and administration instructions;

- ensuring a nominated adult is contactable at all times and all necessary forms are completed and signed;
- informing the school if their child has/had an infectious disease or condition while in attendance.

Pupils are responsible for:

- Informing parent / carer or school staff if feeling unwell;
- Taking care if carrying medicines i.e. inhaler, adrenaline pens (epipen), to and from school and not sharing these with others.

Local Authority

The Health Authority, Local Authority and Governing Body should work together to ensure pupils with medical needs and school staff have effective support in school. The **Local Authority** should:

- work with schools to ensure pupils with healthcare needs receive a suitable education;
- where a pupil of compulsory school age would not receive a suitable education for any period because of their health, the local authority has a duty to make arrangements to provide suitable education;
- provide support, advice and guidance, including how to meet the training needs of education setting staff, so that governing bodies can ensure the support specified within the individual healthcare plan (IHP).

Health Authority / School Nurse

The **school health service** is responsible for facilitating a good assessment of the child's health care needs and enabling them to be helped through effective multi-agency work and the delivery of appropriate training, for example:

- offering advice on the development of IHPs
- assisting in the identification of the training required for the school to successfully implement IHPs;
- supporting staff to implement a pupil's IHP through advice and liaison with other healthcare, social care and third sector professionals.

Health advice and support can also be provided by specialist health professionals such as GPs, paediatricians, speech and language therapists, occupational therapists, physiotherapists, dieticians and diabetes specialist nurses

Creating an accessible environment

Our school is an inclusive and accessible environment. Reasonable adjustments are made on a case by case basis where necessary to ensure all pupils with healthcare needs have equal access to as full a school experience as possible during the school day, out of school clubs and at events both indoors, outdoors and on school visits. Necessary risk assessments are undertaken. This includes ensuring physical access to school building/s, the use auxiliary aids or services, exercise and physical activity and food management in liaison with the school cook.

Sharing information

The 'Medical Needs' noticeboard in the staffroom is clearly labelled. IHPs are displayed on the noticeboard with pictures of each child. The school cook also has plans for pupils with allergies. New teachers meet with parents at the beginning of a new school year to gain a deeper understanding of the healthcare needs of pupils in their care.

At an appropriate stage in their development, teachers talk with parents to consider how friendship groups and peers may be able to assist the child, e.g. they could be taught the triggers or signs of issues, know what to do in an emergency and who to ask for help.

The school would always discuss this with the pupil and parents first and decide if information can be shared.

Procedures & Record Keeping

All staff are responsible for ensuring that medicines are stored safely. A few medicines, such as asthma inhalers, must be readily available to pupils and must not be locked away (see Asthma Policy). Pupils with asthma will be encouraged to manage their own medication with supervision from a member of staff. Other medicines will be kept in a secure place not accessible to pupils.

It is sometimes necessary for a pupil to carry their medication with them at all times. On these occasions, the pupil will be responsible for their own medication, under the direction of a member of staff.

There is no legal duty which requires school staff to administer medication. The administration of medicine, including Epi-pens, is entirely voluntary. Any member of staff not willing to administer medication must inform the Headteacher in order that appropriate arrangements can be made.

No pupil can be given medication without his or her parent's written consent (Appendix 1 - a medication form available from the school office must be completed).

Any member of staff giving medicine to a pupil should check

- The pupil's name and date of birth.
- Written instructions provided by the doctor.
- Prescribed dose.
- Expiry date.

Short Term Healthcare Needs

A child who is unwell should not be sent to school, but we do recognise that occasionally a pupil may need to take medication during the school day, for example to complete a course of antibiotics.

- A parent may visit school at any time to administer medicine to their child. They may also send another nominated adult e.g. close friend or grandparent to school to administer medicine provided the Headteacher has been advised in writing of the arrangement.
- If at all possible parents should ask the prescribing doctor or dentist to prescribe in frequencies which enable it to be taken outside school hours.
- Medication should only be taken to school when absolutely essential.
- Medication will only be administered following consultation with the Headteacher and with the written agreement of the parents (form available from school office – Appendix 1).
- Whenever possible, only the dosage needed for one day should be brought to school.
- Staff should check the maximum dosage and the amount and time of any prior dosage administered.

Long Term Healthcare Needs

It is the responsibility of parents / carers to advise the school of any medical needs prior to a child starting school or when a pupil develops the condition.

An individual health care plan (IHP) will be considered for all pupils with long term medical needs. This will help the school to identify the necessary safety measures to ensure that the pupil is not put at risk. Parents and health professionals will be involved in the drawing up of an individual health care plan.

The plan will include:-

- Details of a pupil's condition.
- Special requirements e.g. dietary needs, pre-activity precautions.

- Medication and any side effects.
- What to do and who to contact in an emergency.
- The role the school can play.

Staff will receive appropriate training from the school health service. The school cook also advises parents of children with special dietary requirements regarding school meals.

Certain medical procedures may require administration by an adult of the same gender as the pupil, and may need to be witnessed by a second adult. The pupil's thoughts and feelings regarding the number and gender of those assisting must be considered when providing intimate care. There is no requirement in law for there to be more than one person assisting. This should be agreed and reflected in the IHP and risk assessment.

Parents are responsible for supplying information about medicines that their child needs to take at school, and for letting the school know of any changes to the prescription or the support needed. The parent or doctor should provide written details including:

- Name of medication.
- Dose.
- Method of administration.
- Time of frequency of administration.
- Other treatment.
- Any side effects.

The school is responsible for maintaining a written record of any drugs/medication administered. This will include the date, time, person administering the medicine and any reaction the pupil may have. These records are housed in the headteacher's office.

The record sheet (Appendix 2 - housed in the Headteacher's office) must be completed each time a pupil is given medication.

If possible another adult should witness the administration of medicine. If a pupil refuses to take medication, school staff will not force them to do so. The school will inform the child's parents as a matter of urgency. If necessary the school will contact the emergency services.

Storage, Access and Administration of medication and devices

Supply of medication or devices

Barker's Lane School does not store surplus medication. Parents are asked to provide appropriate supplies of medication. These should be in their original container, labelled with the name of the child, medicine name, dosage and frequency, and expiry date.

Barker's Lane School only accepts prescribed medicines and devices that:

- are in date
- have contents correctly and clearly labelled
- are labelled with the pupil's name
- are accompanied with written instructions for administration, dosage and storage (Appendix 1)
- are in their original container/packaging as dispensed by the pharmacist (with the exception of insulin which is generally available via an insulin pen or a pump).

Where non-prescribed medicine is provided / held e.g. liquid paracetamol, it should:

- be in date
- have its contents correctly and clearly labelled

- be labelled with the child's name and be accompanied with written instructions for administration, dosage and storage from the parent
- be in its original container/packaging

Storage, access and disposal

While all medicines should be stored safely, the type and use of the medication will determine how this takes place. It is important for pupils to know where their medication is stored and how to access it.

Refrigeration

Some medicines need to be refrigerated. The refrigerator temperature will need to be regularly monitored to ensure it is in line with storage requirements. Medicines can be kept in a refrigerator containing food, but should be in an airtight container and clearly labelled. A lockable medical refrigerator should be considered if there is a need to store large quantities of medicine.

Emergency medication

Emergency medication must be readily available to pupils who require it at all times during the day or at off-site activities. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline auto-injectors (pens) should be readily available to pupils and not locked away. This is particularly important to consider when outside of the education setting's premises, e.g. on trips. If the emergency medication is a controlled drug it should be kept as securely as possible so as to minimise the risk of unauthorised access while also allowing quick access if this might be necessary in an emergency. For example, keys should not be held personally by a member of staff. A pupil who has been prescribed a controlled drug may legally have it in their possession, if they are competent to do so, and they must not pass it to another pupil or other unauthorised person. Monitoring may be necessary. Where staff administer emergency medication to a pupil, this should be recorded.

The asthma register housed on the noticeboard in the staffroom details where inhalers are housed for each child (further detail in asthma policy). Other devices i.e. adrenaline pens are housed on this noticeboard, in the child's class and in the medical bag taken out at lunchtime.

Non-emergency medication

All non-emergency medication is housed in the headteacher's office or the lockable medical cupboard in the DHT office.

Disposal of medicines

When no longer required, medicines should be returned to parents to arrange safe disposal. Sharp boxes must always be used for the disposal of needles and other sharp instruments, and disposed of appropriately.

Emergency Procedures and Accident Reporting

All staff are aware of how to contact the emergency services in the event of need.

The Headteacher must be informed of serious accidents. Any accidents informing parent and visit to hospital should be recorded and a copy sent to Health and Safety officer in the LA.

Emergency numbers for all pupils are housed in class registers and the school office.

Superficial injuries, including bumped heads, must be reported to the class teacher along with a bumped head form, who will monitor the situation and inform parents.

All accidents are recorded in the Accident Book. Accidents/injuries to staff/visitors should be recorded. The Headteacher completes the Riddor reporting as necessary.

All staff are trained Emergency First Aiders. All mid-day supervisors have been trained as Emergency First Aiders. We have four members of staff trained as a First Aider.

A First-Aid area, with an appropriately stocked First Aid box is available throughout the day. In addition there are stocked First Aid boxes in the foyer / library area, staffroom, junior area and early years. Plastic disposable gloves should always be used when dealing with the treatment of injuries which involve bleeding or open wounds.

A pupil taken to hospital by ambulance should be accompanied by a parent/carer if at all possible. If it is not possible to contact a parent/carer quickly enough, then a member of staff will accompany the pupil and remain with them until the pupil's parents arrive.

Generally staff should not take pupils to hospital in their own car. However, in an emergency it may be the best course of action. The member of staff should be accompanied by another adult and have public liability vehicle insurance.

Training

The headteacher liaises with the school nurse to ensure all staff have regular training to refresh their knowledge of a basic understanding of common conditions to ensure recognition of symptoms and understand where to seek appropriate assistance e.g. asthma, anaphylaxis shock.

Specialist advice is sought to ensure key staff are trained for specific needs in a child's IHP. Where possible parents are fully involved in this.

School Visits

A member of staff supervising a school visit must always ensure that any person supervising the children is aware of any medication needed, including asthma inhalers, and that this is kept available for the pupil at all times. Adequate and appropriate first aid provision will form part of all the arrangements for all out-of school activities. Staff will complete risk assessments for every out of school activity and assess each child's medical needs to ensure appropriate medication is taken on the visit. Where approval for a visit via the Evolve system is required, i.e. non-routine visits and residential visits, medical information is recorded on this system.

Complaints Procedure

If a pupil or parent is not satisfied with the school's health care arrangements they are entitled to make a complaint.

In the first instance the parent (or the pupil) should raise their concern with the class teacher. Most issues are usually resolved at this stage.

If the pupil or parent continues to be unhappy, they should put their complaint in writing to the Headteacher, or the Chair of Governors if the complaint is about the Headteacher.

If they do not feel that the complaint has been dealt with they can then write to the Chair of Governors setting out reasons for asking the Complaints Committee to consider the complaint.

Full details of the complaints procedure are published on the school website and leaflets are available in the foyer.

Unacceptable Practice

It is unacceptable practice to:

- prevent pupils from attending school due to their healthcare needs, unless their attending would be likely to cause harm to the pupil or others;
- prevent pupils from easily accessing their inhalers or other medication, and prevent them from taking their medication when and where necessary;
- assume every pupil with the same condition requires the same treatment;
- ignore the views of the pupil or their parents, or ignore healthcare evidence or opinion (although these views may be queried with additional opinions sought promptly)
- send pupils with healthcare needs home frequently or prevent them from staying for normal activities, including lunch, unless this is suitably specified in their IHP
- end a pupil who becomes ill or needs assistance to a medical room or main office unaccompanied or with someone unable to properly monitor them
- penalise a pupil for their attendance record if the absence is related to their healthcare needs. 'Authorised absences' including healthcare appointments, time to travel to hospital or appointment, and recovery time from treatment or illness should not be used to penalise a pupil in any way. This includes, but is not limited to, participation in activities, trips or awards which are incentivised around attendance records
- request adjustments or additional time for a pupil at a late stage. They should be applied for in good time. Consideration should also be given to adjustments or additional time needed in mock examinations or other tests
- prevent pupils from drinking, eating or taking toilet or other breaks whenever needed in order to manage their healthcare needs effectively
- require parents, or otherwise make them feel obliged, to attend the school, trip or other off-site activity to administer medication or provide healthcare support to the pupil, including for toileting issues
- expect or cause a parent to give up work or other commitments because the school is failing to support a pupil's healthcare needs
- ask a pupil to leave the classroom or activity if they need to administer non-personal medication or consume food in line with their health needs
- prevent or create unnecessary barriers to a pupil's participation in any aspect of their education, including trips, e.g. by requiring a parent to accompany the pupil.

This policy was drawn up in February 2013 and reviewed by Mrs C Edwards in consultation with staff and the Governing Body in March 2016. It was reviewed in **November 2017** taking due regard to WG guidance 'Supporting Pupils with Healthcare Needs' (March 2017).