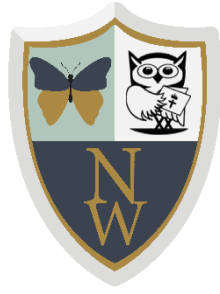


**Newhampton Church of England Schools
Federation**

Medical Needs Policy

Newtown Church of England Primary School
&
Welshampton Church of England Primary School

**Agreed by the FGB
Review by**



Values and Vision

Growing together in strength, love and wisdom, we shine.

“Let your light shine” Matthew 5:16

‘Let your light shine’ encapsulates the Federation’s commitment to provide an enriching education which is deep and broad. Pupils will be equipped for life in all its fullness through our Christian values of strength, love and wisdom.

Learning will be a journey of fun and adventure, broadening the horizons of our pupils and inspiring them to be the best they can be. Within a nurturing environment, we will support our pupils to give them the strength to flourish as confident, resilient and independent members of society.

Christian character illuminates all aspects of school life, where everyone is understood and valued. At the heart of our safe and inclusive schools, pupils will be kind, patient and respectful - developing a love of one another, a love of learning and a love of life itself.

The aspirational curriculum will foster curious and creative thinkers, who will be encouraged to maximise every opportunity and be proud of their achievements. Pupils will find joy in seeking knowledge and learning new skills, as they grow together on their journey through childhood.

Our schools are forward-thinking and outward-looking. We will continuously improve and evolve together, in order to inspire pupils who leave our schools feeling excited and ready for the future.

Medical Needs Policy

Newhampton Federation has two named SENCOs (Louise Lench and Rebecca Jones) and a named Governor responsible for SEND. They ensure that practice is within the guidelines and inclusion policies of the Code of Practice (2014, revised 2015), the Local Authority's Local Offer and other linked policies current within the school such as the Federation SEND policy.

Key roles and responsibilities

The local authority (LA) is responsible for:

- Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- Providing support, advice and guidance to schools and their staff.
- Making alternative arrangements for the education of pupils who need to be out of school for 15 days or more due to a medical condition.
- Providing suitable training to school staff in supporting pupils with medical conditions to ensure that Individual Healthcare Plans (IHCPs) can be delivered effectively.

The governing body is responsible for:

- The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Newhampton Federation.
- Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- Keeping written records of any and all medicines administered to individual pupils and across the school population.
- Ensuring the level of insurance in place reflects the level of risk.

The head teacher and SENCo are responsible for:

- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Newhampton Federation.
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of a child's medical condition.
- Developing IHCPs (Individual Health Care Plans).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.

- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- Contacting the school nursing service in the case of any child who has a medical condition.
- Organising first-aid training.

Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.
- Injections may only be administered by staff members who have received the appropriate level of training for that purpose.

School nurses are responsible for:

- Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- Liaising locally with lead clinicians on appropriate support.

Parents and carers are responsible for:

- Keeping the school informed about any changes to their child/children's health.
- Completing a parental agreement for school to administer medicine form before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up-to-date.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, developing an IHCP for their child in collaboration with the head teacher, SENCo, other staff members and healthcare professionals.

Definitions

- "Medication" is defined as any prescribed or over the counter medicine.
- "Prescription medication" is defined as any drug or device prescribed by a doctor.
- A "staff member" is defined as any member of staff employed at Newhampton Federation including teachers.

Training of staff

- Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction.
- Teachers and support staff will receive regular and on-going training as part of their development.
- Teachers who undertake responsibilities under this policy will receive appropriate training externally.
- The lead for this training is the SENCo.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering medication.
- No staff member may administer drugs by injection unless they have received training in this responsibility.
- The Head teacher will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

The role of the child

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
 - Where possible, pupils will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.
 - If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
 - Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.
- Individual Health Care Plans (IHCPs)
- Where necessary, an IHCP will be developed in collaboration with the pupil, parents/carers, head teacher, special educational needs coordinator (SENCO) and medical professionals.
 - IHCPs will be easily accessible while preserving confidentiality.
 - IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
 - Where a pupil has an Education, Health and Care (EHC) plan or special needs statement, the IHCP will be linked to it or become part of it.
 - Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and alternative education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

Medicines

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- No child will be given any prescription or non-prescription medicines without parental consent except in exceptional circumstances.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.

- A maximum of four weeks supply of the medication may be provided to the school at one time.
- Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed.
- Medications will be stored in the staff room.
- Any medications left over at the end of the course will be returned to the child's parents.
- Pupils will never be prevented from accessing their medication.
- Newhampton Federation cannot be held responsible for side effects that occur when medication is taken correctly.

Administering medication

- Teachers and support staff will receive training on the administration of medicine as part of their new starter induction and will receive regular on-going training as part of their development.
- Medications will only be administered at school if it would be detrimental to the child not to do so.
- Prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement.
- Staff members may refuse to administer medication. If a class teacher refuses to administer medication, the head teacher will delegate the responsibility to another staff member.
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.
- Written records will be kept of any medication administered to children.

Emergencies

- Medical emergencies will be dealt with under the school's emergency procedures.
- Where an IHCP is in place, it should detail:
 - a) What constitutes an emergency?
 - b) What to do in an emergency.
- Pupils will be informed in general terms of what to do in an emergency, such as telling a teacher.
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

First aid

- Newhampton Federation accepts its responsibilities under the Health and Safety (First Aid) Regulations 1981.
- The head teacher will ensure that an annual risk assessment of first aid needs is undertaken, appropriate to the circumstances of Newhampton Federation and the supporting of pupils with medical conditions.
- The head teacher is responsible for organising first aid training.
- New staff members are offered first aid training as part of their induction. Unless first aid cover is part of a staff member's contract of employment, people who agree to become first aiders should do so on a voluntary basis.
- The staff room is the school designated medical room and meets the DfE guidance specifically to:
 - a) Be large enough to hold the necessary equipment.

- b) Have washable surfaces and adequate heating, ventilation and lighting.
 - c) Be kept clean and tidy at all times.
 - d) Be positioned as near as possible to a point of access for transport to hospital.
 - e) Display a notice on the door advising of the names, locations and telephone numbers of first aiders.
 - f) Have a sink with hot and cold water, if possible.
 - g) Have drinking water and disposable cups.
 - h) Have soap and paper towels.
 - i) Have a suitable container with disposable waste bags.
- Newhampton Federation has first aid boxes in each classroom which contain a sufficient number of suitable provisions to enable the administration of first-aid.
 - The school has travelling first aid containers for use during school trips and off-site visits, which are stored in the staffroom.
 - Inventories are kept of all first aid supplies including expiry dates. Full lists can be found in each first aid container.
 - First aiders will be made aware of any pupils with medical conditions and treat them accordingly, should the need for first aid arise.
 - The main duties of the first aiders are to give immediate help to casualties with common injuries and those arising from specific hazards or medical conditions at Newtown C.E. Primary School, and ensure that an ambulance or other professional medical help is called where appropriate.
 - The head teacher will ensure that procedures are in place to report any major or fatal injuries without delay (e.g. by telephone), as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Other reportable injuries will be reported within 10 days.
 - All staff should ensure that they have read Newhampton Federation medical needs policy and associated policies and signed the training record to say they have done this.

Reasonable adjustments

- Newhampton Federation will meet its duties under the Equality Act 2010.
- Newhampton Federation will make reasonable adjustments for pupils with medical conditions, including the provision of auxiliary aids.

Avoiding unacceptable practice

Newhampton Federation understands that the following behaviour is unacceptable:

- a) Assuming that pupils with the same condition require the same treatment.
- b) Ignoring the views of the pupil and/or their parents.
- c) Ignoring medical evidence or opinion.
- d) Sending pupils home frequently or preventing them from taking part in activities at school.
- e) Sending the pupil to the library or school office alone if they become ill.

- f) Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- g) Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- h) Creating barriers to children participating in school life, including school trips.
- i) Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

Insurance

- Teachers who undertake responsibilities within this policy are covered by the school's insurance.
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the head teacher or school administrator.

Complaints

The details of how to make a complaint can be found in the Complaints Policy:

- Stage 1 - Complaint Heard by Staff Member
- Stage 2 - Complaint Heard by Head teacher
- Stage 3 – Complaint Heard by Governing Bodies' Complaints Appeal Panel (CAP)

Appendix 1 – Individual Healthcare Plan Implementation Procedure

