



Milby Primary School

Supporting pupils with medical needs policy 2022-2023

1 Policy statement

Milby Primary School is an inclusive community that welcomes and supports pupils with medical conditions. We provide all pupils with any medical condition the same opportunities as others at school.

We will help to ensure pupils can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing once they leave school

Certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood. At Milby Primary School we understand the importance of medication and care being taken as directed by healthcare professionals and parents.

- We will listen to the views of pupils and parents.
- We want pupils and their parents to feel confident in the care they receive from us to meet their needs
- We understand that medical conditions may be serious, adversely affect a child's quality of life and impact on their ability to learn
- We understand our duty of care to children and young people and put plans in place in the event of an emergency.
- We understand that all children with the same medical condition will not have the same needs
- We recognise how the duties in the Children and Families Act (England only) and the Equality Act (England, Wales and Scotland) relate to children with disability or medical conditions
- The medical conditions policy is drawn up in consultation with a wide range of key stakeholders within both school and health settings
- We aim to ensure clear communication between staff, parents or carers and other relevant stakeholders to ensure its full implementation

The governor responsible for the medical conditions policy and its implementation is Mrs Griffiths.

2 Individual healthcare plans (IHP)

All pupils with a medical condition should have an individual healthcare plan (IHP).

- An IHP details exactly what care a pupil needs in school, when they need it and who is going to give it
- It should also include information on the impact any health condition may have on a pupil's learning, behaviour or classroom performance
- The IHP is drawn up with input from the pupil (if appropriate), their parent or carer, relevant school staff and healthcare professionals
- IHPs are reviewed and updated regularly, usually on an annual basis.

The IHP contains the following information:

- Child's name, date of birth, address and GP information
- Parent's or carer's contact details
- The pupil's medical condition, signs and symptoms, treatment, location of medication
- Instructions in how to deal with an emergency

A copy of the IHP must accompany a child if they are attending an off-site school activity or residential visit. The school will meet with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the pupil's IHP which accompanies them on the visit.

The IHP is shared with all relevant staff. Temporary or supply teachers are made aware of individual pupils' medical needs through the Visiting Teacher Information Pack, which includes a copy of the IHP.

The school ensures that sufficient staff are suitably trained. This includes enough staff to cover for absence or turnover. The school business manager maintains a training matrix with details of who has undertaken training and when training needs to be refreshed or renewed.

3 Dealing with emergencies

Staff understand their duty of care to pupils in an emergency. IHPs provide information for what to do in an emergency for children with medical conditions. Training and information is refreshed on a regular basis, usually annually.

If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.

Emergency medication and equipment should be readily available wherever the pupil is in the school and on off-site activities, and not locked away. Pupils may carry their emergency medication with them if they wish and this is appropriate.

4 Administering medication

The school understands the importance of medication being taken and care received as detailed in the pupil's IHP.

The school will make sure that more than one member of staff has been trained to administer the medication and meet the care needs of an individual child. A trained member of staff will accompany a pupil with a medical condition on an off-site visit or residential trip.

The school will not give medication (prescription or non-prescription) to a pupil without a parent's written consent except in exceptional circumstances.

When administering medication, for example pain relief, the school will check the maximum dosage and when the previous dose was given. School will ensure that medication and equipment are stored safely and appropriately at school.

Parents or carers should let the school know immediately if their child's needs change. The school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.

5 Storing medication

The school will make sure that all medication is stored safely, and that pupils with medical conditions know where and how to access them.

The school will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which must still be in date and will generally be supplied in an insulin injector pen or a pump.

Parents are asked to collect all medications/equipment at the end of the school term and to provide new and in-date medication at the start of each term (or sooner if necessary).

The school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

6 Record keeping

Parents are asked if their child has any medical conditions on the enrolment form and at any point when a medical need becomes apparent. Medical conditions are recorded in the school's information management system (SIMS).

The school uses an IHP to record the support an individual pupil's needs around their medical condition. The school has a register of IHPs, and the pastoral support worker maintains this. IHPs are regularly reviewed, usually annually or whenever the pupil's needs change. Parents or carers, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP.

A record is kept of when medicine has been administered along with the date, dose and time. Two adults oversee this process.

7 Review

This policy is reviewed annually. The next review will take place in September 2023.