

# St John's Highbury Vale CE Primary School



## Managing Medical Conditions in School

St John's Highbury Vale CE Primary School  
Vision for Education:

*"I can do all things through Christ who strengthens me."* **Philippians 4:13**

This can be lived out through our school motto,

*'every child, every opportunity, every day.'*

At the heart of our school vision is a desire for an authentic and life-giving relationship with one another and with God. We believe that it is through Christ who gives us the strength, all can achieve within a learning environment where every child is valued as a unique individual created in the image of God, and where teaching and learning is of a consistently high standard.

## Managing Medical Conditions in School

St John's Highbury Vale strives to ensure that pupils with medical conditions receive appropriate support and care at school, '*Every Child, Every Opportunity, Every Day*'. In support of this, this policy gives due regard to Section 100 of the Children and Families Act 2014.

We aim to support all children with medical needs and ensure that we give full and proper consideration to their social and emotional needs arising from their medical condition. We will also work hard with other members of the child's class and wider school community to ensure that no child experiences bullying or social isolation because of their condition.

The school governing body will ensure that arrangements are in place to support pupils with medical conditions in school, and the Children, Families and Community Committee (CFC) of the governing body takes responsibility for ensuring that these arrangements are reviewed each term.

Arrangements, which will be put in place, will begin with a medical risk assessment, which would be carried out by the Assistant Head/SEND Lead in consultation the family and relevant health professionals as appropriate. This may need to be reviewed following any absence for medical treatment to ensure that arrangements remain relevant. This assessment will take place either before the child starts at the school or returns after treatment, or on the child's return (depending on the circumstances of the case and the immediacy of the action deemed necessary following discussions between the teaching staff and the family). Depending on the circumstances of each case, it may be necessary for a face to face meeting to be convened with the family to consider the implications of the condition or treatment on their school day in more detail. This will be considered on a case by case basis and dependent on the needs of the child.

### What is a medical condition?

In this policy we refer to short-term illnesses and chronic medical conditions. The school will have in place individual support plans for pupils who have a medical diagnosis, which requires medical intervention and/or medicine whilst in school. The plan will include relevant and up-to-date information about the child, the medical condition, and how the condition should be managed and monitored in school. The key roles and responsibilities are set out in **appendix two**. The day-to-day responsibility for children and young people rests with the Head of School, Assistant Head/SEND Lead and the designated members of staff who have daily contact with the individual pupils. Parents will be given clear information by the designated SEND lead about who is responsible in the school as soon as the school is aware of the medical condition and who to contact to ask questions or share important information.

The school will not have plans in place for pupils who have short-term illnesses such as coughs, colds and common childhood diseases. The school will have a medical plan in place for all children who have a medical diagnosis of:

- Asthma
- Breathing difficulties
- Epilepsy
- Seizures
- Diabetes
- Heart condition
- Liver and kidney conditions
- Cancer or any other serious medical condition

### **Procedure when the school is notified that a pupil has a medical condition**

St John's Highbury Vale will arrange a meeting, between the Head of School or SEND lead, and the parents as soon as possible after the school has been informed that a medical condition exists or treatment plan has changed. The information may come from the parent, the school nurse, a health visitor or other medical professional. The Assistant Head/SEND Lead will invite the parents, the school nurse and any other relevant health professionals to the meeting. At the meeting the Assistant Head/SEND Lead will gather all the relevant information including, diagnosis, signs and symptoms and treatment plan. The meeting will also cover the emotional needs of the child or young person and include emotional support/counselling as appropriate. The school will consult with parents about communications across the teaching staff/school community and how much information can be shared with the child's class and peer group. This will be on a case by case basis and relate to the individual circumstances of each child's medical condition, giving careful consideration to safeguarding and confidentiality. Once the plan has been agreed during those discussions, arrangements will be made for it to be put in place as quickly as possible and the relevant members of staff will be trained within four weeks of the first notification. Where a child is returning after medical treatment that requires a change to the plan, a meeting will be held with parents as soon as it is practicable for the family and the Assistant Head/ SEND lead to meet, and consideration should be given to amending the plan and putting new arrangements in place as quickly as possible to ensure a smooth transition back into school, ensuring that a child only returns once it is safe for them to do so. The Head of School will be kept informed of the operational implications of the health care plan or risk assessment.

## **The School's Right to Challenge**

The school will listen to children and parents but may challenge and ask for a second opinion if there is doubt or dispute about a child's medical condition. The Head of School will consult with the local education authority and the NHS paediatrician based at the Northern Health Centre, Holloway Rd, London N7. The local education authority will also be asked to give advice if there is a dispute between the parents and the school. **Appendix one** is a list of key contacts in Islington.

## **Staff Training**

- Teachers and support staff will receive training about individual pupils' medical conditions which will be organised by the school SEND Lead
- Where a child with a medical condition is required to be taught or supervised within a different class to that within which they are normally taught (as part of their plan or for another reason), or by a temporary or specialist teacher (for instance, a cover/sport/art/music or other specialist teacher), consideration will be given to whether those teachers need to be made aware of the medical condition, and how much information it is relevant to share. This may take account of parental views – but will be agreed in the best interests of the child. The school will ensure that such staff also receive the necessary training, or are clear about the action that it may be necessary to take ahead of such a move. Similarly, where a change to the plan is required following a medical procedure or treatment, the same consideration will be given as to how widely to share the new arrangements on their return, and consideration will again be given to which additional staff across the school may need to know about the child's condition to ensure that any new arrangements are implemented seamlessly.
- The Head of School and SEND Lead will be responsible for monitoring and reviewing the quality of staff training
- New members of staff will receive relevant and up-to-date information about managing medical conditions in schools
- Temporary and supply staff will be given information by the schools office manager about individual children or young people who are likely to become ill and/or require medical intervention under their care during that day.

## **Individual Health Care Plans**

- The SEND lead will write individual plans with parents and relevant health care professionals – see **appendix four**
- The plan will be shared with relevant members of staff and reviewed annually or as appropriate if there are significant changes or following medical treatment that significantly changes the plan.

- The plan will include details about the child's condition, treatment, symptoms and warning signs.
- The plan will be kept in the school office and classrooms and not put on display unless this is agreed with the parents.
- Information about the child's medical condition will be displayed in the staffroom and/or classroom if appropriate and **ONLY WITH THE PARENTS' PERMISSION**

## **Medicines in Schools**

**This applies to all pupils including those who do not have an individual health care plan**

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so **and**
- Where we have parents' written consent

The following conditions must be adhered to:

- If medicines (including asthma pumps) are to be administered in school the parents must complete and sign an agreement form which will be renewed annually
- It is preferable that pupils take medicine at home, before or after the school day. Parents are encouraged to ask their GPs for medical prescriptions that fit around the school day
- No pupil will be given medicine without parental consent unless there is a clear and dire emergency and ambulance/emergency personnel are in attendance
- Prescribed medicines must be in date, prescribed by a NHS doctor and provided in the original container with dosage instructions
- Parents must regularly renew the school supply of medicines and be responsible for visiting the GP to collect repeat prescriptions
- At the end of the school year in July the school will return all medicines in store to the parents
- Medicines will be safely stored in the designated Medical cabinet in each classroom or in the medical cabinet in the office.
- The school will not be held responsible for any side-effects due to the correct administration of prescribed drugs

## **Arrangements for children who are competent to manage their own medicine in school**

A child who has been prescribed a medicine may be responsible enough to carry and administer drugs or medical testing equipment e.g. blood sugar testing kit. The school will consult with parents and relevant school staff about the advisability of an individual child or young person taking responsibility for their own treatment. The decision in cases of dispute will rest with the Head of School / SEND Lead who has a duty to ensure the safety of all children and young people.

## **Record keeping**

St John's will keep written records of all medicines administered to children. The record will be kept in the medical folder in the office and include date, time, dosage and name of the member of staff who administers the medicine.

## **Unacceptable Practice**

It is unacceptable at St John's to:

- Require parents to attend school to administer medication
- To ask a child to carry out personal care if their special or medical need requires support (such as going to the toilet)
- Prevent pupils from easily accessing their inhalers and medication
- Prevent pupils from drinking or eating if needed to manage their medical condition
- Assume that every pupil with the same condition needs the same treatment
- Ignore the views of the child or their parents: or ignore medical evidence unless there is good reason to challenge those views
- Exclude pupils from lunchtime or after-school activities because of a medical condition
- Prevent pupils from participating, or create barriers to normal school activities including day trips and school journeys
- Leave children who are ill unattended in a medical room or school office or any room
- Penalise parents if poor attendance is related to a long-term medical condition.

## **Medical Emergencies at St John's Highbury Vale**

All members of staff who have contact with pupils who have medical conditions will be informed about the best course of action if a child becomes seriously ill and needs emergency treatment.

The child and the parents will be informed about the school's arrangements and there will be details in the plan if appropriate

The school will call an ambulance before contacting parents if a child becomes seriously ill – this applies to all children and not only those with health care plans.

The school will arrange for a competent member of staff to travel to hospital in an ambulance and act **in loco parentis** until the parents arrive. The member of staff **in loco parentis** will have the right to sanction emergency procedures as advised by medical staff in the ambulance or at the hospital.

### **Day trips, residential visits and sporting activities**

St John's will make every effort to ensure that all children are included in the full range of school activities. The school will make sure that reasonable precautions are taken to safeguard children's health and carry out risk assessments for trips and school journeys which take into account the individual child's needs, linking clearly to our school motto of, *'Every Child, Every Opportunity, Every Day'*. Parents will not be required to accompany their children on school trips or journeys unless this is a normal activity.

### **Liability and indemnity**

The governing body will ensure that an appropriate level of insurance is in place and appropriately reflects the level of risk for individual members of staff working with individual children.

### **Complaints**

At St John's Highbury Vale we will work hard with parents to ensure that children and young people with medical conditions are treated fairly and in a way that will promote good health outcomes. Where a family are unhappy about any part of their child's care, they are advised, in the first instance, to arrange to meet with the Head of School or SEND Lead to try to resolve their concerns as quickly as possible in the child's best interests. Where the family remain unhappy and wish to make a complaint, this should be made under the school's Complaints Policy. Should parents or pupils be dissatisfied with the support provided to their child they should similarly discuss their concerns firstly directly with the Head of School or the SEND Lead, who will do their best to find a resolution. If this does not resolve the issue, they may similarly make a formal complaint via the school's complaints procedure.

## Appendix One

### Key Contacts in Islington:

Condition / concern	Organisation	Contact
HIV / AIDS	Body and Soul	Emily Kerr-Muir <emily@bodyandsoulcharity.org>
Asthma	Whittington Hospital	Colette Datt, Allergy / Asthma Nurse <a href="mailto:colette.datt@nhs.net">colette.datt@nhs.net</a>  Nickola (Nikki) Rickard, Asthma Nurse for Schools <a href="mailto:nickola.rickard@nhs.net">nickola.rickard@nhs.net</a>
Healthy Weight	MoreLife	Lucy Dayus <a href="mailto:Lucy.Dayus@more-life.co.uk">Lucy.Dayus@more-life.co.uk</a>
Healthy Weight	My Team (Health and Wellbeing Team)	Marjon Willers: Specialist Dietitian for Schools and Children's Centres <a href="mailto:Marjon.willers@nhs.net">Marjon.willers@nhs.net</a>
Mental Health	CAMHS	Anna Picciotto, CAMHS Lead for Schools ( <a href="mailto:a.picciotto@nhs.net">a.picciotto@nhs.net</a> )
Immunisations	Whittington Health	Christine Ogundele ( <a href="mailto:christine.ogundele@nhs.net">christine.ogundele@nhs.net</a> ) Immunisations Specialist Nurse
Female Genital Mutilation	LBI	Heather Vacciana, Anti Bullying Co-or & DV Preven. Officer. <a href="mailto:Heather.vacciana@islington.gov.uk">Heather.vacciana@islington.gov.uk</a>
Diabetes	Whittington Hospital	Roma Romano-Morgan, lead paediatric diabetes specialist nurse <a href="mailto:roma.romano-morgan@nhs.net">roma.romano-morgan@nhs.net</a>
Allergies	Whittington Hospital	Dee Brown, Clinical Nurse Specialist Paediatric Allergy & Asthma <a href="mailto:dee.brown3@nhs.net">dee.brown3@nhs.net</a>
Constipation	Darent Valley Hospital, Dartford & Gravesham NHS	Sandra Hanson – specialist nurse for childhood constipation <a href="mailto:sandra.hanson1@nhs.net">sandra.hanson1@nhs.net</a> / <a href="mailto:sandra.hanson@dvh.nhs.uk">sandra.hanson@dvh.nhs.uk</a>
Smoking	Smoke Free Islington, Whittington Health	Marina Chrysou ( <a href="mailto:m.chrysou@nhs.net">m.chrysou@nhs.net</a> ) or Nicola Brooms ( <a href="mailto:nicola.brooms@nhs.net">nicola.brooms@nhs.net</a> )



## **Appendix Two**

### **Key roles and responsibilities**

#### **1.1 The Local Authority (LA) is responsible for:**

- 1.1.1. Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- 1.1.2 Providing support, advice and guidance to schools and their staff.
- 1.1.3 Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.

#### **1.2 The Governing Body is responsible for:**

- 1.2.1 The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of St John's Highbury Vale CE Primary School
- 1.2.2 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.
- 1.2.3 Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.2.4 Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- 1.2.5 Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- 1.2.6 Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- 1.2.7 Keeping written records of any and all medicines administered to individual pupils.
- 1.2.8 Ensuring the level of insurance in place reflects the level of risk.

### **1.3 The Head of School / SEND Lead are responsible for:**

- 1.3.1 The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of St John's.
- 1.3.2 Ensuring the policy is developed effectively with partner agencies.
- 1.3.3 Making staff aware of this policy.
- 1.3.4 Liaising with healthcare professionals regarding the training required for staff.
- 1.3.5 Making staff who need to know aware of a child's medical condition.
- 1.3.6 Developing Individual Healthcare Plans (IHCPs).
- 1.3.7 Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- 1.3.8 If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- 1.3.9 Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- 1.3.10 Contacting the school nursing service in the case of any child who has a medical condition.

### **1.4 Staff members are responsible for:**

- 1.4.1 Taking appropriate steps to support children with medical conditions.
- 1.4.2 Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- 1.4.3 Administering medication, if they have agreed to undertake that responsibility.
- 1.4.4 Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- 1.4.5 Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

**1.5 School nurses are responsible for:**

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

**1.6 Parents and carers are responsible for:**

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

## Appendix Three – Administer Medicine



### Parental agreement for setting to administer medicine

The school will not give your child medicine unless you complete and sign this form. **NB: Medicines must be in the original container as dispensed by the pharmacy**

Name of school/setting	St Johns Highbury Vale CE Primary School
Name of child	
Date of birth	
Class	
Medical condition or illness	

#### 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?	
Self-administration (circle)	Yes No
Procedures to take in an emergency	

#### Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to the school office.	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, if there is any change in dosage or frequency of the medication or if the medicine is stopped and collect any remaining medicine once the course has been completed.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

Medicine collected:

Signature \_\_\_\_\_

Date \_\_\_\_\_

#### Appendix Four – Individual Health Care Plan

*Dear Parents/Carers, Please enter all health related information about your child*

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<b>Date of Plan:</b>		<b>Review Date:</b>	
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#### **Pupil's Information:**

<b>Name</b>			
<b>DOB</b>		<b>Class</b>	

#### **Medical Condition:**

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#### **Allergies:**

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#### **Contact Information:**

<b>Parent/Carer Name:</b>	<b>Parent/carer Tel no:</b>

<b>GP Name:</b>	<b>GP Tel no:</b>
<b>Hospital Attended</b>	<b>Contact Name &amp; Number</b>

**Details of pupil's medical condition, individual symptoms & special requirements (in school and during off site activities):**

**What constitutes an emergency & what to do:**

**Medication required during school hours and/or in the event of an emergency:**

**Name of Medication:**

**Expiry Date:**

**How to administer the medication:**

**Self-administered**

**with adult supervision**

**by adult**

**Storage Details:**

**In classroom**

**In office**

**Staff Training:**

**Staff trained in school:**

**Type of Training:**

**Date of training:**

**Parent/Carer/Pupil agreement**

**I agree to the school staff taking responsibility and administering medication as required and /or in the event of an emergency.**

**Parent/Guardian**

\_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## Healthcare professional agreement

I agree that the information is accurate and up to date

Print Name \_\_\_\_\_ Job Title

\_\_\_\_\_

Signature \_\_\_\_\_ Date

\_\_\_\_\_