



# Supporting Children with Medical Needs



# **WOODLANDS ACADEMY OF LEARNING**

## **Supporting Children with Medical Needs**

### **FIRST AIDERS**

#### **Qualified First Aiders**

**Mrs Angela Jones, Higher Level Teaching Assistant  
(Nominated Lead First Aider – location Sycamore Suite) –  
BFA Safety Training QA Level 3 Award in First Aid at  
Work.**

**Mrs Alison Wilkes, Teaching Assistant – BFA Safety  
Training QA Level 3 Award in First Aid at Work.**

**Mrs Maggie Steventon, Teaching Assistant – BFA Safety  
Training QA Level 3 Award in First Aid at Work.**

**Miss Lisa Roberts, Teaching Assistant – BFA Safety  
Training QA Level 3 Award in First Aid at Work  
& BFA Safety Training Paediatric**

**Miss Pat Noakes, Nursery/Forest School Teacher – West  
Midlands Medical Services Ltd. QA L3 Emergency First  
Aid at Work & Outdoor First Aid Certificate**

#### **Paediatric First Aiders In EYFS**

**Miss Mandy Seale - BFA Safety Training Paediatric  
Miss Lisa Roberts - BFA Safety Training Paediatric  
Miss Laura Coote - BFA Safety Training Paediatric  
Mrs Kelly Day - First Response Paediatric First Aid**

**Mr. Will Butler - Lunchtime supervisor & Woodies Before  
School Club – BFA Safety Training Paediatric**

**All Teaching Assistants and most Lunchtime Supervisors have completed an  
Emergency First Aid Course, this enables them to give immediate help to  
casualties and deal with minor injuries, referring to one of the above named First  
aiders if necessary.**

**Each learning room has its own First Point of Call and its own First Aid Box –  
referring to a Qualified First Aider if necessary**

**A defibrillator is now available in school and numerous members of staff are trained to use it. The defibrillator is situated in the Sycamore Suite opposite the main door into the Suite and near the First Aid Area.**

**Woodlands Academy of Learning has emergency Asthma inhalers on site in case of an emergency. These are situated on the First Aid shelf in the Staff Study Room near the First Aid Area.**

### **Main Duties of a First Aider**

- Give immediate help to casualties with common injuries or illnesses and those rising from specific hazards at school
  
- When necessary, ensure that an ambulance or other professional medical help is called

### **Appointed Persons**

At Woodlands School our Appointed Person and nominated lead first aider is Mrs Angela Jones or one of our other above named qualified first aiders if she is unavailable.

An appointed person is someone who

- Takes charge when someone is injured or becomes ill
  
- Looks after the first-aid equipment e.g. restocking first-aid containers – (This is the responsibility of all first aiders, but please ensure appointed persons are told what equipment you have used when restocking the learning room boxes in order to know what stock we have.)
  
- Ensures that an ambulance or other professional medical help is summoned when appropriate

### **Woodlands Academy of Learning's Responsibility**

- Provide adequate and appropriate equipment, facilities and qualified first-aid personnel
  
- Ensure that First Aid provision is provided for staff and pupils of Woodlands academy of Learning
  
- Ensure provision for employees does not fall below the required standard
  
- Ensure provision for pupils complies with other relevant legislation and guidance
  
- Ensure that arrangements are in place to support pupils with medical conditions. In doing so they will ensure that such children can access and enjoy the same opportunities at school as any other child.

- When making arrangements ensure that the needs of each individual child and how their medical condition impacts on their school life is focused on
- Ensure that arrangements made give parents and pupils confidence in the school's ability to provide effective support in regard to medical conditions in school.
- Ensure appropriate training is provided for staff to support the pupils medical needs
- The Governing body will ensure that the arrangements put in place are sufficient to meet their statutory responsibilities and should ensure that policies, plans, procedures and systems are properly and effectively implemented.

### **Policy**

The Supporting children with medical needs policy will be reviewed regularly and will be accessible to parents and school staff.

Mrs Angela Jones, as the nominated lead first aider, along with the Head Teacher will be the named persons who will have responsibility for policy implementation. This will include:

- Ensuring that sufficient staff are suitably trained
- Ensuring that all relevant staff will be made aware of the child's condition
- Making cover arrangements in case of staff absence to ensure someone is always available
- Ensuring supply teachers are briefed as appropriate to need
- Assisting with risk assessments for school visits, and other activities outside of the normal timetable
- Monitoring individual healthcare plans

### **Procedure to be followed when notification is received that a pupil has a medical condition**

It is generally accepted that it is in the child's best interests to be in school for as much time as possible and that a medical condition or the administering of medicines should not become a barrier to accessing education in school. Arrangements will be put in place for new children to the school after consultation with parents, relevant health care professionals and between schools. Staff training and support as appropriate will be made and arrangements will be made for the start of the relevant school term. In other cases, e.g. new diagnosis or children moving to the school mid-term, every effort will be made to ensure arrangements are put in place as soon as possible.

Medication should only be administered at School when it would be detrimental to the child's health or school attendance not to do so. No child should normally be given medication without parents written consent.

### **Individual Healthcare Plans**

#### **Short Term Medical Needs**

Many children will, at some time, in their school career experience short term medical needs. This may involve completing a course of antibiotics and it is anticipated that the majority of these medicines will **not** need to be taken in school. However, support for when it is needed may help the pupil to re-enter school quicker than anticipated. A Healthcare Plan may not need to be completed, however, a parental consent form/record of medication is required in **every** instance.

In cases of doubt or concern regarding a treatment requested by a parent/carer, a member of the Schools Health Service should be contacted.

#### **Long Term Medical Needs**

E.g. Asthma, Diabetes, Epilepsy, Cystic Fibrosis (ADHD (depending on the severity))

The school will formulate a written long term health care plan with the support of parents and Health colleagues. Parents will be able to provide details of health personnel involvement with their child and also details of medication and responses to the medication. School and parents will work in partnership to promote the management of the child's condition.

A healthcare plan may need to be completed and will contain details of the child's condition, special requirements, medication, recording procedures, emergency procedures and the role of the school and health colleagues. The school, healthcare professional and parent should agree, based on evidence, when a healthcare plan would be inappropriate. If consensus cannot be reached, the head teacher will make the final decision.

Healthcare plans will show key information and actions required to support the child effectively. They should be easily accessible to all who need to refer to them, while preserving confidentiality. Healthcare plans will be reviewed at least annually or earlier if evidence is presented to show that the child's needs have changed. Plans will be devised with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social well-being and allows disruption to be minimised.

The following information should be considered when formulating a healthcare plan:

- The medical condition – its triggers, signs, symptoms and treatments.

- The pupil's needs – including medication (dose, side-effects and storage), other treatments, time medication may be needed, equipment, access to food and drink where used to manage their condition, dietary requirements and environmental issues (crowded corridors, travel between lessons and different locations in school).
- Specific support for the pupil's educational, social and emotional needs – e.g. how absences will be managed, requirements for extra time for exams, additional support in catching up with lessons, mentoring sessions.
- Level of support needed for medication, including in emergencies.
- Who will be providing the above support, their training requirements (including confirmation of their proficiency to provide support for the child's medical needs). Ensure there are cover arrangements for this person being unavailable.
- Who in school needs to be aware of the child's condition and the support required. Confidentiality to be preserved.
- Arrangements for written permission from the parents and the head teacher for medication to be administered by a member of staff during school hours.
- Woodlands Academy of Learning has a primary duty of care and a responsibility to assess the general suitability of all off-site provision for these children. This includes school trips and other school activities outside the normal school timetable e.g. risk assessments.
- What to do in an emergency, including who to contact and contingency arrangements.

A separate policy is available for Asthma at Woodlands Academy of Learning.

### **Administering Medicines at Woodlands Academy of Learning**

A decision has therefore been made that certain medicines will be administered at Woodlands Academy of Learning by **a trained volunteer (This is usually Mrs Jones or one of the other Appointed Persons - named first aiders). These medicines must be prescribed by a doctor, be in-date, and in the original container as dispensed by the pharmacist showing instructions for administration, storage and the child's name and dosage on the dispensing label and a signed consent form must be completed by the parent. No non-prescription medicines will be given to children by school staff.** The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump rather than in its original container.

In certain cases where a medication is kept in school (usually long term medication) other named members of staff may also be asked to administer medication in the event of a named First Aider (Appointed Person) being unavailable.

**Unfortunately, at the present time, no eye, nose or ear medication in the form of drops or cream will be administered by staff at Woodlands Academy of Learning. In the event of a child requiring the drops at regular intervals throughout the day (usually short term), agreement must be obtained from an Appointed Person and the Head Teacher after discussion with the parents and information from the Medical Services.**

**Parents are asked that when a child is prescribed a new medication (one they haven't taken before) from a doctor that they give the child the required doses for a full 24 hours before returning them to school and asking for school staff to administer the medication. This is to allow time for the medication to get into their system and begin to work and also for any allergies etc. which may occur to become apparent. Parents are asked to complete the consent form and then sign the medicine in and out of the school office each day, this provides the school and parents with the times of the previous dose of medicine.**

**All insulin injections (for Diabetics) should be given in the First Aid Area in the Sycamore Suite and when possible all blood level tests should also be undertaken in that area (Dependant on how the child is feeling and the availability of trained staff). 2 members of staff should be present for blood tests and injections. After discussion, a child's parent/carer may request the injections are undertaken in a different area. This may be allowed at the discretion of the Headteacher after full consideration of facts.**

All medicines should be stored safely and securely. A record of all medication received in school must be kept and also a record of all doses of medicine administered to a child. This includes:

- Date
- Name of child and class
- Medicine
- Dosage of medicine given
- Time medicine given
- Signature of person administering medicine
- Any side effects noted and parents informed

When medicines are no longer required they should be returned to the parents to arrange for safe disposal. Sharps boxes should always be used for the safe disposal of needles and other sharps (diabetes). Once sharps boxes are full they should be returned to parents for safe disposal and it is their responsibility for a new box to be provided the next day.

### **Storage of Medicines**

Any medicines left on the school premises will be stored safely and out of the reach of children. (First aid cabinet or First Aid Fridge in the Sycamore Suite also Office fridge – for children in EYFS/KS1 and medicine to be returned to parents- a labelled box is provided for the medication to be kept separate in this fridge).

Insulin pen, testing kit etc for diabetics will be kept in the relevant learning room of the child. These items will be kept in a named, secure box/bag and out of reach of children but accessible for collection in an emergency situation.

Asthma inhalers and spacers will be kept in a labelled box in the child's learning room so that they are available to the child at all times.

### **Record Keeping**

As stated above a written record of all medicines administered to children at school should be kept. This is for the protection of school staff and children and provides evidence that agreed procedures have been followed.

If a child refuses to take their medication, staff should not force them to do so. Parents should be informed immediately in order for other alternative options to be considered. The refusal to take medication should also be recorded in the the administering medicines folder.

A separate folder with records for diabetic children is kept with their diabetic box/bag in their learning room or in the First Aid Area in the Sycamore Suite.

Parents should always be informed if their child has become unwell at school or if there is any reaction to the medication.

### **Emergency procedures**

Woodlands Academy of Learning has arrangements in place for dealing with emergencies. Emergency treatment such as use of an Epipen in cases of severe allergic reaction will be undertaken. Epipen training to relevant first aiders and staff will be given each year as appropriate to the children/adults in school.

An Emergency Epipen is now allowed to be purchased by schools if a pupil may require it. At the present time Woodlands Academy has no pupils prescribed with an epipen – therefore the school does not have an emergency epipen.

Basic First-Aid treatment will be applied – all other emergency treatment will be referred to the Emergency Services

Where a child had a healthcare plan, this will clearly state what constitutes an emergency and it will explain what to do and who to contact.

If a child needs to be taken to the hospital, school staff will stay with the child until the parent arrives, or accompany a child taken to the hospital by ambulance if a parent cannot be contacted.

### **Educational visits, residential visits and sporting activities**

All children at Woodlands Academy of Learning will be encouraged to take part in Education visits, residential visits and sporting activities. Teaching staff will be aware of how the child's medical condition may impact on their participation and adjustments will be made as necessary. A risk assessment will be carried out when planning an off-site activity, this will include any steps needed to ensure the child can be included. This may include consultation to provide advice with parents and healthcare professionals to ensure the child can participate safely.

### **Staff Training and Support**

***Only staff who have appropriate training and have been certified as competent are able to administer prescription medicines or undertake health care procedures. Some staff may already have some knowledge of the support needed by a child with a medical condition and therefore extensive training may not be required. A first aid certificate does not always constitute appropriate training in supporting a child with certain medical conditions.***

- Any member of school staff who has volunteered to provide support to a pupil with medical needs should have received suitable training. This will have been identified during discussions with parents, healthcare professionals and school staff about healthcare plans.
- Relevant training that is required will be provided by the appropriate persons.
- Staff who provide support to pupils with medical needs should be included in meetings where their condition/support needed is discussed.
- The relevant healthcare professional should normally lead on identifying and agreeing the type and level of training required and how this can be obtained.
- Training should be sufficient to ensure that school staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements set out in individual healthcare plans.
- All staff will be made aware of the school's policy for supporting pupils with medical needs. This should be included in induction arrangements for new staff.
- School staff should liaise with parents about how the medical needs of their child can be met, they can provide specific advice but should not be used as the sole trainer.
- In some cases, written instructions on the medication container dispensed by the pharmacist may be considered sufficient to administer the medicine by the school.

## **Roles and Responsibilities**

- **Governing bodies** – Must make arrangements to support children with medical conditions in school, including ensuring that a policy for supporting pupils with medical conditions in school is developed. They should also ensure that sufficient staff are trained and are competent to support children with medical needs.
- **Head teacher** – Ensure the school policy is developed and implemented. This includes ensuring all staff are aware of the policy and understand their role in implementing it. They should ensure all staff that need to know about a child's condition are made aware and ensure there are enough trained staff available to implement the policy. They will ensure that school staff are appropriately insured and are aware they are insured to support pupils with medical conditions. They should have contact with the school nursing service for any child who has a medical condition which may require support at school.
- **School Staff** – Any member of staff may be asked to provide support to pupils with medical conditions, although they cannot be required to do so. At Woodlands medicines are only administered by our Appointed Persons or named members of staff. School staff who have volunteered to provide support should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility to support children with medical conditions. All pupil medication will be returned to parents at the end of the school year.
- **School Nurse** – Woodlands Academy has access to the school nursing service. They are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. They may support staff on implementing a child's individual healthcare plan and provide advice and liaison with specialist nursing teams if necessary.
- **Pupils** – They should be involved as much as possible depending on their age and how their condition affects them. After discussion with the parents, a child who is competent may be encouraged to take on the role of administering their own medication with support and supervision from a member of the school staff.
- **Parents** – they should provide the school with sufficient and up-to-date information about their child's medical needs. Parents should be involved in the development and review of their child's individual healthcare plan. They should carry out any action that they have agreed to as part of its implementation e.g. provide appropriate medicines and equipment, ensure they or another nominated adult are contactable at all times. Parents have a duty to ensure all medications for their children are correctly labelled and removed from school when no longer needed. Medications needed long term should be renewed regularly to ensure they remain in date
- **Local Authority** – Under section 10 of the Children Act 2004, they have the duty to promote cooperation between relevant partners such as governing bodies

of maintained schools, proprietors of academies, clinical commissioning groups and NHS England, with a view to improving the well-being of children. Local authorities should provide support, advice, guidance, including suitable training for school staff. Local authorities should work with schools to support pupils with medical conditions to attend full time. Where pupils are unable to do this, the local authority has a duty to make other arrangements.

- **Other healthcare professionals, including GPs and Paediatricians –** They should notify the school nurse when a child has been identified as having a medical condition which will require support at school. They may provide advice regarding healthcare plans.
- **Providers of health services –** Health services can provide valuable support, information, advice, guidance and training to the school and their staff.
- **Ofsted –** the inspection framework places a clear emphasis on meeting the needs of disabled children and pupils with SEN, they will also consider the needs of pupils with chronic or long-term medical conditions and report on how well their needs are being met. The school will be able to demonstrate that they have a policy for dealing with medical needs and that they implement it effectively.

### **Review and Reporting Procedures/Annual Audit**

Policies need to be reviewed on an annual basis so that any difficulties are acknowledged and addressed.

The Health Care Plans need to be reviewed on a termly basis and reformulated at least annually or in response to a change in health/medication needs.

Records of training given/received will be maintained.

A register of children and young people subject to a health care plan will be maintained.

### **Unacceptable Practice**

At Woodlands, school staff will use their discretion and judge each individual case on its merits with reference to individual health care plans but the governing body will ensure that the following unacceptable practice is not seen:

- Children will not be prevented from accessing their inhalers or medication.
- Staff will not assume that every child with the same condition requires the same treatment.
- Staff will not ignore the views of the child or their parents, or ignore medical evidence or opinion (although this may be challenged).
- Staff will not send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless specified in their healthcare plan.
- Children will not be penalised for their attendance record if their absences are related to their medical condition e.g. hospital appointments.

- Children will not be prevented from drinking, eating or taking a toilet break whenever they need in order to manage their medical condition.
- No parent should have to give up working because the school is failing to support their child's medical needs.
- Children will not be prevented from participating in any aspect of school life including school trips, by requiring parents to accompany them.
- Staff will not send a child who has become ill to the First Aid Area or the School Office unaccompanied or with someone unsuitable.

### **Liability and Indemnity- Legal Framework**

Education Walsall will provide the necessary legal cover for staff in the form of an Indemnity Certificate.

In the event of a claim alleging negligence by a member of staff, civil actions are likely to be brought against the employer.

Legislation exists to protect the employee and to provide guidance to schools in meeting children's needs in order to extend the limit of access to education.

Staff who volunteer should be trained, supervised and certified as a competent by a health care professional.

Teachers and school staff also have a common law duty to keep pupils safe at school and on school trips.

All medical information will be treated as confidential. The parent should agree with the school as to who has access to the information.

### **Complaints**

Should parents be dissatisfied with the support provided they should discuss their concerns directly with the school. If this does not resolve the issue, they may make a formal complaint via the school complaints procedure.

**Further sources of information:**

**The Children and Families Act 2014(section 100)**

**Regulation 5 of the School Premises (England) Regulations 2012** require every school to have accommodation for medical needs to be met

**Section 21 of the Education Act 2002**

**Section 175 of the Education Act 2002**

**Section 3, Section 17 of the Children Act 1989**

**Section 10 of the Children Act 2004**

**Section 3, 3A, 2A of the NHS Act 2006**

**Legal duties on local authorities**

**The Equality Act (2010)**

**Children and Families Act 2014**

**The Special Educational Needs & Disability Code of Practice**

The Supporting Children with Medical Needs policy runs in conjunction with the following policies:-

- Supporting Children with Asthma in School
- First Aid
- Accident

This policy will be reviewed in 12 months – September 2019