



Policy for supporting pupils with medical conditions

Introduction

Bentfield Primary School is an inclusive community that aims to support and welcome pupils with medical conditions. The school aims to ensure that pupils with medical conditions receive appropriate care and support at school and aims to provide all pupils with all medical conditions the same opportunities as others at school.

This policy has been developed in line with the Department for Education's guidance released in April 2015 – "Supporting pupils at school with medical conditions".

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 fifteen days or more due to a medical condition. Refer to Supporting Pupils with health needs who cannot attend school policy.

The Governing Body is responsible for:

- Ensuring that the school develops a policy for supporting pupils with medical conditions, that arrangements are in place to support pupils with medical conditions and that the policy and arrangements are reviewed regularly and they are readily accessible to parents and school staff.
- 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 including educational visits, trips, sporting activities etc.
- Ensuring that relevant training 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.
- Ensuring that written records are kept for all medicines administered to children.
- Ensuring the level of insurance in place reflects the level of risk.
- Ensuring that the school's policy is explicit about what practice is unacceptable.
- Ensuring that the school's policy sets out what should happen in an emergency situation.

The Senior Leadership team is responsible for:

- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Bentfield Primary School.
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy and their role within it.
- Ensuring liaison with healthcare professionals regarding the training required for staff.

- Ensuring that all staff who need to know are aware of a child's medical condition including supply teachers.
- Ensuring the development of Individual Healthcare Plans (IHCPs).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- Providing cover for staff absence by alternative trained members of staff to support a child with medical conditions.
- 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 and staff who support pupils in line with this policy.
- Contacting the school nursing service in the case of any child who has a medical condition.
- Reviewing risk assessments for any school trips, residential and any other school activities outside of the normal timetable.
- Ensuring information regarding medical conditions is passed on to the transitioning school with agreement of parents (in accordance with the GDPR policy).

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.
- Completing risk assessments for any school trips, residential or any other school activities outside of the normal timetable.
- Communicating child's daily medical concerns to parents/ carers/ transport escorts.

School nurses and other healthcare professionals 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.
- Provide advice, liaison and training.
- Lead on identifying with the school the type and level of training required.
- Providing up-to-date Individual Healthcare Plans for children.

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 [Individual Healthcare Plan](#) (IHCP) for their child in collaboration with the school and healthcare professionals.

The child (where possible) is responsible for:

- Taking responsibility for managing their own medicines and procedures if competent.
- Carrying their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location or in a zip-lock bag.
- Being aware that if they refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Taking their own medication under the supervision of a teacher or encouraged to do so.

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 Bentfield Primary School.

Training of staff

- Teachers and support staff will receive the ‘Supporting Pupils with Medical Conditions Policy’ as part of their new starter induction.
- Teachers and support staff will receive regular and ongoing specific training as part of their development.
- Teachers and support staff who undertake responsibilities under this policy will receive relevant training externally from the school nurse, the community nursing team and the Specialist Healthcare Task Team as appropriate.
- No staff member may administer prescription medicines or undertake any healthcare procedures without a completed ‘Request to administer medication’ form or an IHCP.
- Staff members will be trained and ‘signed off’ by the relevant healthcare professional before being responsible for managing the needs of pupils e.g. with epilepsy, gastrostomies and /or tracheostomies.
- No staff member may administer medication by injection unless they have received training in this responsibility.
- The Head of Learning Support and Assistant head of Learning Support will keep a record of training undertaken and a list of staff members qualified to undertake responsibilities under this policy.

Individual Healthcare Plans (IHCPs)

- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, HLS/AHLS, Class teacher and medical professionals.
- IHCPs will be easily accessible whilst 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 plan 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 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.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine form.
- No child will be given any prescription or non-prescription medicines without written 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.
- Medications may only be taken on school premises by the individual to whom they have been prescribed.
- Medications will be stored in secure medical cabinets accessible to different parts of the school, zip-lock bags (kept with individual children), a secure cupboard within the classroom or a fridge if necessary.
- Any medications left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to children and signed by the person administering together with a witness signature if required.
- All controlled drugs will be secured in a non-portable container and a record will be kept of the amount held and doses given.
- Bentfield Primary School cannot be held responsible for side effects that occur when medication is taken correctly.

Emergencies

- Medical emergencies will be dealt with under the school's emergency procedures.
- Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
 - What constitutes an emergency
 - What to do in an emergency
 - Any specific details to be given after dialling 999 in relation to the child's condition
- 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.

Avoiding unacceptable practice

Bentfield primary School understands that the following behaviour is unacceptable:

- Prevent children from easily accessing their inhalers and administering their medication when and where necessary
- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents.
- Ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- 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 policies which provide liability cover relating to the administration of medication and specific healthcare procedures
- The school will ascertain the level and ambit of cover required from the relevant insurers.
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Documents are held in the school office and are able to be viewed on request.

Complaints

- Should parents or pupils be dissatisfied with the medical support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the schools' complaints procedure. The details of how to make a complaint can be found in the Complaints Policy.

Appendix 1 –Individual healthcare plan implementation procedure:

1. Parent or healthcare professional informs school that child has medical condition or is due to return from long-term absence, or that needs have changed.
2. Head of Learning Support and/or Assistant Head of Learning Support co-ordinates meeting to discuss child's medical needs and identifies member of school staff who will provide support to the pupil.
3. Meeting held to discuss and agree on the need for IHCP to include key school staff, child, parent and relevant healthcare professionals.
4. Develop IHCP in partnership with healthcare professionals and agree on who leads.
5. School staff training needs identified.
6. Training delivered to staff - review date agreed.
7. IHCP implemented and circulated to relevant staff.
8. IHCP reviewed annually or when condition changes. Parent/carer or healthcare professional to initiate (Back to 3).

GUIDELINES FOR ADMINISTRATION OF BUCCAL MIDAZOLAM IN EPILEPSY AND FEBRILE CONVULSIONS FOR NON-MEDICAL/NON-NURSING STAFF

INDIVIDUAL CARE PLAN TO BE COMPLETED BY OR IN CONSULTATION WITH PRESCRIBING MEDICAL PRACTITIONER (please use language appropriate to the lay person)

1. NAME OF CHILD/ADULT		
2. DATE OF BIRTH	3. PRESCRIBING WEIGHT	
SEIZURE CLASSIFICATION AND/OR DESCRIPTION OF SEIZURES WHICH MAY REQUIRE BUCCAL MIDAZOLAM 1. (Record all details of seizures e.g. goes stiff, falls, convulses down both sides of body, convulsions last 3 minutes etc. Include information re triggers, recovery time etc) 2. USUAL DURATION OF SEIZURE 3. USUAL DURATION OF SEIZURE 4. USUAL DURATION OF SEIZURE		
4. OTHER USEFUL INFORMATION 		

MIDAZOLAM TREATMENT PLAN

1. WHEN SHOULD BUCCAL MIDAZOLAM BE ADMINISTERED? (Note here should include whether it is after a certain length of time or number of seizures)

2. INITIAL DOSAGE: HOW MUCH BUCCAL MIDAZOLAM IS GIVEN INITIALLY?
(Note recommended number of milligrams for this person)

3. WHAT IS THE USUAL REACTION(S) TO BUCCAL MIDAZOLAM?

4. IF THERE ARE DIFFICULTIES IN THE ADMINISTRATION OF BUCCAL MIDAZOLAM, E.G. EXCESSIVE SALIVATION, WHAT ACTION SHOULD BE TAKEN?

5. CAN A SECOND DOSE OF BUCCAL MIDAZOLAM BE GIVEN? YES/NO

(There is an increased risk of respiratory depression when more than 2 doses of benzodiazepine are given. It is therefore recommended that one dose is given and that an ambulance is called if the initial dose is not effective, as more benzodiazepine may be required in hospital, and that community staff receive training in respiratory rescue.)

6. WHEN SHOULD 999 BE DIALLED FOR EMERGENCY HELP? (Please tick appropriate box)

IF THE FULL PRESCRIBED DOSE OF MIDAZOLAM FAILS TO CONTROL THE SEIZURE? ☐

OTHER (please give details) ☐

7. WHO SHOULD WITNESS THE ADMINISTRATION OF BUCCAL MIDAZOLAM?

8. WHO/WHERE NEED TO BE INFORMED?

PRESCRIBING DOCTOR

..... TEL:

PARENT/GUARDIAN

..... TEL:

OTHER

..... TEL:

9. FOR CARE/MEDICAL STAFF: IS INSURANCE COVER IN PLACE?

5. YES/NO

10. **PRECAUTIONS** UNDER WHAT CIRCUMSTANCES SHOULD BUCCAL MIDAZOLAM NOT BE USED? (e.g. other medication already administered in the last minutes).

6. ALL OCCASIONS WHEN BUCCAL MIDAZOLAM IS ADMINISTERED MUST BE RECORDED

THIS PLAN HAS BEEN AGREED BY THE FOLLOWING:

PRESCRIBING MEDICAL PRACTITIONER

Signature

(BLOCK CAPITALS)

Date

AUTHORISED PERSON(S) TRAINED TO ADMINISTER BUCCAL MIDAZOLAM:

NAME (BLOCK CAPITALS)

Signature

Date

NAME (BLOCK CAPITALS)

Signature

Date

NAME (BLOCK CAPITALS)

Signature

Date

NAME (BLOCK CAPITALS)

Signature

Date

NAME (BLOCK CAPITALS)

Signature

Date

CLIENT/PARENT/GUARDIAN (BLOCK CAPS)

Signature

Date

EMPLOYER OF THE PERSON(S) AUTHORISED
TO ADMINISTER BUCCAL MIDAZOLAM

Signature

Date

HEAD OF SCHOOL/UNIT (BLOCK CAPITALS)

Signature

Date

This form should be available for examination at every medical review of the patient

COPIES TO BE HELD BY

DATE FOR REVIEW OF PLAN

COPY HOLDERS TO BE NOTIFIED OF ANY CHANGES BY

Local sources of information and support are available from the JEC General Secretary

PO Box 186, LEEDS LS20 8WY
Telephone: 011943 871852

7. RECORD OF USE OF BUCCAL MIDAZOLAM

Date					
Recorded By					
Type of Seizure					
Length and/or Number of Seizures					
Initial Dosage					
Outcome					
Second Dosage (If Any)					
Outcome					
Observations					
Parent/Guardian Informed					
Prescribing Medical Practitioner Informed					
Other Information					
Witness					
Re-order Buccal Midazolam					
Name of Person Re-ordering					
Date					

**APPENDIX 3- BENTFIELD PRIMARY SCHOOL- REQUEST TO ADMINISTER
MEDICATION FORM**

Pupils Full Name	Class
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Condition / Illness

Name of Medication

How long is your child required to take the medication?	
Date treatment started	
Time(s) dose to be given	
Amount of dose	
Additional information: eg before/after food, possible side effects, storage details, interaction with other medicines	
Emergency contacts	
Name	Relationship to child
Daytime 'phone number	
Name	Relationship to child
Daytime 'phone number	
I understand that I must deliver the medicine personally to the school office and collect any remaining medication daily or when the course is completed. I accept that the School has a right to refuse to administer medication. Signed..... Date..... Relationship to child.....	

For school use only:

RECORD OF MEDICATION ADMINISTERED

DATE	TIME	NAME	NAME OF MEDICATION/REASON*	DOSE GIVEN	SIGNED

Appendix 4 - **Contacting emergency services**

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

- Your telephone number – **01279 813626**
- Your name.
- Your location as follows: **Bentfield Primary School, Rainsford Road, Stansted, CM24 8DX**
- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.

Put a completed copy of this form by the phone.