Holmer Green First School and Pre-School Supporting Pupils with Medical Needs Policy

Introduction

- The Governing Body of Holmer Green First School and Pre-School will ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life. To help achieve this, the school has adopted the Department for Education policy on "Supporting Pupils at School with Medical Conditions", which was issued under Section 100 of the Children and Families Act 2014.

- The aim of this policy is to ensure that the parents of children with medical conditions feel confident that the school will provide effective support and that children feel safe and reach their potential.

- Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. The school will comply with their duties under the Act to make reasonable adjustments to support pupils with disabilities.

- Some children with medical conditions may also have special educational needs (SEN) and may have an Education, Health and Care (EHC) Plan which brings together health and social care needs as well as the provision for their special educational needs. Where the child has a special educational need identified in an EHC plan, the individual healthcare plan will be linked to or become part of that EHC plan. The Healthcare Plan will be developed with the child's best interests in mind to ensure that the risk to the child's education, health and social wellbeing are managed, and minimizes disruption, for the children with medical conditions.

- Supporting a child with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively with parents, pupils, healthcare professionals (and, where appropriate, social care professionals) and local authorities to ensure that needs of pupils with medical conditions are met effectively.

Roles and Responsibilities

The **Governing Body** for Holmer Green First School and Pre-School will ensure that:

- Arrangements are in place so that children with medical conditions
    - are properly supported;
    - can play a full and active role in school life;
    - can remain healthy and achieve their academic potential.
- Staff are properly trained to provide the support that pupils need.

- In line with their safeguarding duties, ensure that pupils' health is not put at unnecessary risk from infectious diseases. In these circumstances, the school does not have to accept a pupil at a time where it would be detrimental to the health of that child or others.

The **Head teacher** will ensure that

- Two members of staff are to have overall responsibility for the implementation of this policy.

- All staff, including supply staff, are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.

- Individual Healthcare Plans are developed, monitored and reviewed annually or earlier if evidence is presented that the child's needs have changed. Where appropriate Healthcare Plans will be reviewed at the child's Annual Review.

- Sufficient staff are suitably trained and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.

- Sufficient numbers of trained staff are available to support all Individual Healthcare Plans to cover staff absence, contingency and emergency situations.

- Records of children in the school are kept who have been diagnosed with asthma and other medical conditions.

- Sufficient number of staff are regularly trained to recognise the symptoms of an asthma/anaphylactic attack.

- At least one emergency inhaler kit is maintained and readily available in an emergency situation.

- Parent Consent Forms for use of the emergency inhaler kit are up to date and readily available in an emergency situation.

- Staff are trained in the use of the school's defibrillator.

- The school's defibrillator is maintained and readily available in an emergency.

- Two emergency EpiPen are maintained and readily available in an emergency situation.

- Children's paracetamol is maintained and readily available in an emergency situation or for pain relief.

- Risk assessments for school visits and other school activities outside of the normal timetable are undertaken for children with medical conditions.

- All staff are aware that medical information must be treated confidentially.

- School staff are appropriately insured and are aware that they are insured to support pupils in this way.

Appointed Person

Our designated administrators of medicine have been appointed to have overall responsibility for implementing the school's policy for supporting pupils with medical conditions. They will ensure that children with medical conditions are appropriately supported.

- All members of staff should know what to do and respond accordingly if they become aware that a pupil with a medical condition needs help.

- Although administering medicine is not part of teacher's professional duties, teachers should take into account the needs of pupils with medical conditions that they teach.

- Staff must not give prescription medication or undertake healthcare procedures without appropriate training.

Parents have the prime responsibility for their child's health. Parents include any person who is not a parent of a child but has parental responsibility for, or care of a child.

- It only requires one parent to request that medicines are administered. As a matter of practicality, this will usually be the parent with whom the school has day-to-day contact.

- Parents should provide the school with sufficient and up to date information about their child's medical needs. Parents should tell the school of any change in prescription which should be supported by either new directions on the packaging of medication or by a supporting letter from a medical professional.

- Parents are key partners and will be involved in the development and annual review of the Healthcare Plan for their child.

- Parents should provide medicines and equipment as required by the Healthcare Plan. Parents should:

    - Bring their child's medication and any equipment into school at the beginning of the school year.
    - Replace the medication before the expiry date.
    - Dispose of expired items by taking them to a pharmacy for safe disposal.
    - During periods of high pollen count, encourage their children, who have been prescribed anti-histamines, to take their medication before school so that their condition can be better controlled during the school day.
    - Keep their children at home when they are acutely unwell.

- Parents should ensure that they, or another nominated adult, are contactable at all times.

Staff Training and Support

- Our six designated administrators of medicines will ensure that all staff are aware of the school's policy for supporting pupils with medical conditions and their role in implementing the policy. A list of their names is displayed in the staff room and the Den. **See Appendix F.**

- Any member of staff who agrees to accept responsibility for administering prescribed medicines to a child does so voluntarily and will have appropriate training and guidance.

- Training needs will be identified during the development or review of Individual Healthcare Plans and will be reviewed annually. The family of a child will often be key in providing relevant information to school staff about how their child's needs can be met. Parents will be asked for their views but will not be the sole trainer.

- Training will be provided for staff to ensure that they are competent and have confidence in their ability to support pupils with medical conditions, and to fulfill the requirements as set out in Individual Healthcare Plans. Training for new staff will be provided as part of induction.

- Training will be provided by appropriate healthcare professionals so that staff have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative and emergency measures so that they can recognise and act quickly if a problem occurs.

- Only staff with appropriate training will undertake healthcare procedures for children with medical conditions. Staff who have attended a Managing Medicines training course will liase with relevant school staff in the event of prescribed medication requiring administration during the school day.

- The school will ensure that at least five people have attended Supporting Pupils with Medical Conditions training to understand County policy and to ensure medicines are appropriately managed within the school. This will include three members of school staff, one member of Pre-School and one member of After School Club.

Individual Healthcare Plans (Appendix A) - Long Term Medical Needs

A Healthcare Plan clarifies for staff, parents and the pupil the support that will be provided. Individual Healthcare Plans for pupils with medical conditions, (e.g. asthma, anaphylaxis, diabetes, epilepsy) will be drafted with parents/pupils and other healthcare professionals where appropriate. The plan will include:

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

- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues.

- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional; and cover arrangements for when they are unavailable.

- Who in the school needs to be aware of the pupil's condition and the support required.

- Arrangements for written permission from parents and the Head teacher for medication to be administered by a member of staff.

- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments.

- Where confidentiality issues are raised by the parent/child, the designated individual to be entrusted with information about the child's condition; and what to do in an emergency, including whom to contact, and contingency arrangement.

Healthcare Plans will be reviewed annually and where appropriate, reviewed at the pupil's Annual Review.

Managing medicines on school premises

Pupils will only be given prescription or non-prescription medicines after parents have completed the green form, titled Authorisation To Administer Short Term Medicine form (**Appendix B**). Medicine brought into school by the parents must be given in the first instance to the school office staff. It is their responsibility to ensure the medication and consent form is passed to one of the school's designated administrator of medication.

Prescribed medication will only be accepted by the school if it is in-date, labeled, provided in the original container as dispensed by a pharmacist and includes instructions for administration, dosage and storage.

- Parents should note the expiry date so that they can provide a new prescription as and when required.
- Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

Short-Term Medical Needs

Many children will need to take medicines during the day at some time during their time at school. This will usually be for a short period only, perhaps to finish a course of antibiotics, and will minimize the time that they need to be absent. It is the parent's responsibility to bring and collect the medication each day and to complete the necessary forms prior to medicine being administered. All medicines must be signed in by the school office staff and signed out by a parent, using **Appendix C**.

Antibiotics prescribed three times a day can be taken out of the school day. The exception to this rule is if the child is due to attend After School Club. In this case, the designated administrator of medication will administer the second prescribed dose at 3.10pm.

The school will support children who have been prescribed antibiotics that need to be taken four times a day.

Non-prescription Medication

Non-prescription medication will only be given in exceptional circumstances and only with the expressed permission of the Head teacher.

- Examples of these circumstances would include paracetamol-based pain relief for broken bones/arthritis, migraines or after dental treatment.

- Parents will be asked to sign a green consent form (**Appendix B**) confirming that the medicine has been administered without adverse effect to the child in the past and that they will inform the school immediately if this changes.

- The school will only administer paracetamol to those pupils requesting pain relief; non-prescription ibuprofen will not be given. (Ibuprofen will only be administered if it is specifically noted on a HCP.)

- If ibuprofen is the pain relief of choice, then parents will be advised that a dose could be given before school (ibuprofen is effective for six hours); if required, the school will "top up" the pain relief with paracetamol.

- A child under 16 will never be given aspirin-containing medicine unless prescribed by a doctor.

Record Keeping – Reception and Key Stage One

- A bound book will be used to record all medicines administered. The book is kept in the locked cabinet in the Den.
- It will also be logged onto Medical Tracker and a notification email will be automatically sent to the child's two listed contacts.
- If a child needs to be given their medication, including inhalers, during the school day, in addition to recording this in the bound book, it must be logged onto Medical Tracker and a notification email sent to the child's two contacts.
- In the event of medication needing to be administered on a school trip, a record will be made using **Appendix D**. Once back at school, the information must be transferred to the bound book, logged onto Medical Tracker and a notification email sent to the child's two contacts. The form must then be shredded.

Record Keeping – Pre-School

- A bound book will be used to record all medicines administered. The book is kept in the locked Pre-School cupboard.
- If a child needs to be given their medication, including inhalers, during the school day, in addition to recording this in the bound book, the child's parent/carer must be informed via the school communication book or by speaking to them in person.
- If it is necessary to administer emergency Calpol, the child's parents/carer will be sent an email from the office informing them of the time of administration, dosage and reason for administration.

Safe storage of medicines

- Medicines will be stored strictly in accordance with product instructions, paying particular note to temperature and in the original container in which dispensed.

- Staff know where medication is stored and are able to access them immediately.

- A few medicines require refrigeration. They will be clearly labeled and stored in the Staff Room refrigerator, which is not accessible to pupils. A temperature log of the refrigerator will be taken during the period of storage.

- It is the parent's responsibility to ensure their child's medication remains in date. The school will remind parents in writing when their child's medication is due to expire.

Disposal of medicines

- Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. The return of such medicines to parents will be recorded via the child's school communication book.

- When children leave our school, any medication and equipment that has been kept at school, in line with their healthcare plan, will be returned to their parents.

Hygiene and infection control

- All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures.

School trips and sporting activities

- The school will actively support pupils with medical conditions to participate in school trips and sporting activities.

- The school will make reasonable adjustments for the inclusion of pupils in such activities.

- Some children may need to take precautionary measures before or during exercise, and may need access, for example to asthma inhalers. Staff supervising sporting activities will be made aware of relevant medical conditions, and will consider the need for a risk assessment to be made.

- One member of staff accompanying the visit will be asked to take on the lead role for administering medicines or healthcare procedures. Individual Healthcare Plans, medicines, equipment and consent forms, including **Appendix D**, will be taken on school visits.

School's arrangements for common conditions

Asthma

- An Individual Healthcare Plan will be developed.

- The parent/carer will be asked to complete a Parent Consent Form for use of the school's emergency Salbutamol Inhaler – see **Appendix E**

- Medication is kept securely in the Den and taken on school trips. Medication for Pre-School children is kept in the locked classroom cupboard in Pre-School.

- The child's photo, Year Group and condition are displayed on the Special Care Board in the Staff Room, the Den and the Ned's Nook folder.

- The child's name, condition and medication details are included on a class list kept by their teacher

- Sufficient staff will be trained to recognise the symptoms of an asthma attack and know how to respond in an emergency.

- Literature is posted in the Staff Room and the Den to inform staff of the signs and symptoms of an asthma attack and what procedures to take.

- An Emergency salbutamol inhaler and spacer is kept in the Critical Incident Bag in the office. The emergency inhaler is only to be given to pupils who have been previously diagnosed with asthma, have a completed Individual Healthcare Plan in place and parent/carer has completed a consent form for use of the school's emergency salbutamol inhaler – See **Appendix E**. Examples of when the emergency inhaler would be used are if a child's inhaler has run out, or if the school is evacuated and a child needs to use the inhaler.

- All staff will know how and when to use the emergency inhaler.

Anaphylaxis (Severe Allergic Reaction)

- An Individual Healthcare Plan will be developed. This will include the arrangements the school have made to control exposure to allergens.

- Medication is kept in the Den and taken on school trips. Medication for Pre-School children is kept in the locked classroom cupboard in Pre-School.

- The child's photo, Year Group and condition are displayed on the Special Care Board in the Staff Room, the Den and the Ned's Nook folder. Related dietary requirements are displayed in the catering cupboard in the dining room.

- The child's name, condition and medication details are included on a class list kept by their teacher.

- Sufficient staff will attend regular training on the symptoms of anaphylaxis, which includes information and practice on when and how to use the adrenaline auto-injector.

- Literature is posted in the Den and staff room to inform staff of procedures to take when dealing with a severe allergic reaction and instructions on how to use an EpiPen.

- If permission has been given using the school's annual consent form, the emergency EpiPen can be administered to any child or adult in the event of a medical emergency. Administration of the emergency EpiPen will be, if the situation permits, under the guidance and instruction from a medical professional, such as a paramedic or 999 operator.

Parents consent to the use of emergency medication (Calpol, inhaler, epi-pen and defibrillator) at the beginning of each academic year.

Liability and indemnity
The Governing Body will ensure that the appropriate level of insurance is in place for staff providing support to pupils with medical conditions and appropriately reflects the level of risk. The school will contact their insurers to extend their cover should medical intervention fall outside the conditions covered by this policy.

Complaints/Compliments
The school welcomes any compliments to be communicated via email or in person. Parents/pupils should discuss any concerns directly with the school as soon as they arise. If for whatever reason this does not resolve the issue, parents/carers need to follow the complaints procedure which can be found on the school's website.

School procedures for managing medicines

1. Medicines will be brought to the school office by parents/carer. The office staff will ask the parent to complete and sign the green form titled Authorisation to Administer Short Term Medication form **(Appendix B)**. The medicine and consent form will be passed to the child's class teacher or teaching assistant.

2. The class teacher or teaching assistant will check that the:

    - Medicine is in its original container as dispensed by a chemist and details match those on the green form **Appendix B**.

    - Label clearly states the child's
        - first and last name
        - name of medicine
        - dose required
        - method of administration
        - time/frequency of administration.

    - Patient information leaflet is present to identify any side effects.

    - Medication is in date.

3. The class teacher or teaching assistant will store the medication appropriately:

    - Medicines requiring refrigeration will be kept in the fridge, clearly marked.

4. The class teacher or teaching assistant will administer medication at the appropriate time.

5. The following procedure will be followed:

    - The class teacher or teaching assistant will check the identification of the pupil against the label on the bottle and ask the child to confirm their name.

    - The name of the medicine will be checked against the green form **Appendix B**.

    - The time, dosage, expiry date and method of administration will be checked against the green form **Appendix B**.

    - The medication is administered and witnessed by another member of staff.

    - A record of administration of medicine is recorded in the bound book and the witness will countersign. It will also be logged onto Medical Tracker and a notification email will be automatically sent to the child's two listed contacts.

    - Any possible side effects will be noted.

    - The medicine is returned to appropriate storage.

If the above mentioned persons have concerns about a procedure or medications that they are being asked to administer, they will not administer the medicine, but check with parents or a health care professional before taking further action.

At the end of the day, parents of pupil's prescribed medication should collect their child's medicine from the school office and sign the medicine out using **Appendix C**. For children attending the After School Club, a member of staff will pass the medicine to the supervisor of the After School Club to return to the parents. **Appendix C** will be signed by the parents on collection of their child from the After School Club.

Extra Curricula Club Run by External Providers
Club organisers hire the use of a room in the school and undertake to abide by the requirements of the Lettings Agreement. While children are at these clubs they are the responsibility of the people running the club. Parents need to ensure they provide club organisers with contact numbers and information on any relevant medical conditions along with necessary medication.

Appendix A

Holmer Green First School and Pre-School

Photo

Health Care Plan

Child's name: ……
Date of Birth: ……
Year Group: ……
Medical condition/diagnosis: ……
Date plan completed: ……
Review date: ……

Family Contact 1	**Family Contact 2**
Name: …….	**Name**: ……
Phone No: (Work)……	**Phone No: (Work)** …….
(Home)…….	**(Home)** ……
Relationship: ……..	**Relationship**: …….
Clinic/Hospital Contact	**G.P**
Name: …….	**Name:** ……
Phone No: ……	**Phone No:** …….

Describe medical needs and give details of child's symptoms:

……

……

Daily care requirements: (e.g. before sport/at lunchtime)

……

……

In the event of a medical emergency, the school will dial 999 in the first instance, followed by calling the contact numbers provided overleaf. In the event of not being able to contact a family member, a member of staff will accompany your child to hospital and will remain with them until a family member arrives.

Our school has an emergency EpiPen and Salbutamol inhaler which can be administered in the unlikely event that your child's medication is unavailable.

MEDICATION

Name/Type (as described on the container): ……
Date dispensed: ……
Expiry date: ……
Dosage and method: ……
Any known side effects: ……

The school will not give your child prescribed medicine unless you complete and sign this form. I accept that this is a service which the school is not obliged to undertake. I understand that I must notify the school of any changes in writing.

Date: ……
Signature: ……
Relationship to child: ……

Appendix B

Holmer Green First School and Pre-School

The school will not give your child prescribed medicine unless you complete and sign this form.

DETAILS OF CHILD

Name: _____
Date of Birth: _____
Class: _____
Condition or illness: _____

MEDICATION

Name/Type (as described on the container) _____
Date dispensed: _____
Dosage and method: _____
Timing: _____
Special precautions: _____
Side effects: _____
Procedures to take in an emergency: _____
_____
_____

CONTACT DETAILS

Name: _____
Daytime telephone number: _____
Relationship to child: _____
Address: _____
_____
_____

I understand that I must deliver the medicine personally to the school office and accept that this is a service which the school is not obliged to undertake.
I understand that I must notify the school of any changes in writing.
***Non-prescription medication*: I confirm that I have administered this non-prescription medication, without adverse effect, to my child in the past. I will inform the school immediately, in writing, if my child subsequently is adversely affected by the above medication.**

Date: _____
Signature: _____
Relationship to child: _____

Appendix C

	Holmer Green First School and Pre-School

Medicine signing in and out record sheet

Child's name	Medication	Signed in by office staff Signature Date / Time	Signed out by parent Signature Date / Time

Appendix D

OFF SITE - FIRST AID RECORD								
Date Time	**Child's Name**	**Injury (Include type of injury and location of injury)**	**Location**	**Treatment**	**Child sent home Y/N**	**Hospital visit recommended by staff? Y/N**	**Parent took child to hospital? Y/N**	**Staff initial**

Please transfer onto Medical Tracker and shred this page when you return to school.

OFF SITE - ADMINISTRATION OF MEDICINE RECORD						
Date	**Time**	**Child's Name**	**Medication**	**Green Form or HCP?**	**Dose Required**	**Staff Print Name and Signature**

Please transfer into Bound Book and Medical Tracker and then shred this page when you return to school.

Appendix E

Holmer Green First School and Pre-School

www.holmergreenfirst.co.uk

Headteacher: Mrs Gillian Jones

Watchet Lane, Holmer Green
High Wycombe, Bucks HP15 6UG

Phone: 01494 712050
Email: office@holmergreenfirst.bucks.sch.uk

Charity No: 1067823

Parent Consent Form for use of the school's emergency Salbutamol inhaler

Please tick appropriate box.

☐ I can confirm that my child has been diagnosed with asthma / viral wheeziness and has been prescribed an inhaler. In the event of my child displaying symptoms of asthma/viral wheeziness, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

☐ I do not give consent for my child to receive salbutamol from an emergency inhaler held by the school.

Child's name ……..
Parent/carer name ……..
Parent/carer signature ……..
Date: ……..

This form will be kept with the emergency inhaler and referred to as and when required.

Appendix F

Record of Administrators of Medicine

Name	Date awarded	Job Title
Darren Jones	Jul 2023	Site Manager/First Aider
Eliza Hill	Dec 2023	HLTA/First Aider
Alison Brades	Dec 2023	TA
Sally Bull	Dec 2023	TA
Hannah Morland	Mar 2025	Early Years Educator
Megan Bond	Nov 2025	Wrap Around Care