



# MIDDLEWICH PRIMARY SCHOOL

## Supporting Children with Medical Conditions Statement of Practice



This statement of practice is written with guidance from the 'Supporting pupils at school with medical conditions – statutory guidance from governing bodies of maintained schools and proprietors of academies in England.' April 2014

Middlewich Primary School is an inclusive community that aims to support and welcome pupils with medical conditions.

Middlewich Primary School aims to provide all pupils with all medical conditions the same opportunities as others at school.

Pupils with medical conditions are encouraged to take control of their condition. Pupils feel confident in the support they receive from the school to help them do this.

This school aims to include all pupils with medical conditions in all school activities.

Parents/carers of pupils with medical conditions feel secure in the care their children receive at Middlewich Primary School.

Middlewich Primary School ensures all staff understand their duty of care to children and young people in the event of an emergency.

- a. All staff feel confident in knowing what to do in an emergency.
- b. Middlewich Primary School understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- c. All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact medical conditions can have on pupils.
- d. Middlewich Primary School understands the importance of medication being taken as prescribed.

The named member of school staff responsible for this medical conditions statement of practice and its implementation is: Mrs G. Reynolds - Headteacher

### **Communication**

Parents/carers and children are informed and regularly reminded about the medical conditions statement of practice in the school newsletter several times a year and can be accessed on the school website all year round.

Parents/carers of new children will also be given a copy of the medical conditions statement of practice when their child enrolls.

School staff will have access to a copy of the medical conditions statement of practice, a copy can be accessed on the school staff share in the policies folder and a copy will also be displayed in the staff room.

A copy of the medical conditions statement of practice and a letter will be sent to the school nurse.

### **Training**

Staff at Middlewich Primary School understand the duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty to act like any reasonably prudent parent. This may include administration of medicine.

All staff who work with pupils receive training and certain members of staff receive a more in-depth training.

Training is refreshed and/or updated for staff when recommended by health care professionals.

Middlewich Primary School uses individual Healthcare Plans to inform appropriate staff and these are displayed in the areas the children work and in the staff room.

All staff know what actions to take in the event of a medical emergency. This included:

- How to contact emergency services and what information to give
- Who to contact within the school

Details of what to do in an emergency is on all the pupils individual Healthcare Plans, which are displayed in the area pupils' work and in the staff room.

If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tried to ensure that the staff member will be one the pupil knows. Healthcare Plans will go with the child to hospital in an emergency. If this is not possible a copy will be sent as soon as possible.

### **Administration of medicine**

**The school has clear guidance on the administration of medication at school.**

#### Administration – emergency medication

All pupils at Middlewich Primary School with medical conditions have **easy access to their emergency medication.**

All pupils are encouraged to carry and administer their own emergency medication, when their Parents/carers and health specialists determine they are able to start taking responsibility for their condition.

Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it. Pupils know which staff can assist them take their medication safely.

### Administration – general

All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a named member of staff.

Specific members of staff administer medicines. Other members of staff are available to administer medicine if staff are absent. Medicines may only be dispensed if parental permission has been gained.

Training is given to staff who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.

In some circumstances medication is only administered by an adult of the same gender and is witnessed by a second adult.

Parents/carers of pupils at Middlewich Primary School understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school.

If a pupil refuses their medication, staff record this and follow procedures. Parents/carers informed as soon as possible.

With parental permission, all staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

If a pupil misuses medication, either their own or another pupil's, their parents/carers are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.

### **Storage of medicine**

#### Safe storage – emergency medication

Emergency medication is readily available to pupils who require it all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff. Dependent on the need of the child, their age and level of maturity, some pupils may carry their own medication on them at all times. Named members of staff support pupils in these cases, to keep their medication secure,

Pupils whose healthcare professionals and parents/carers advise the school that their child is not yet able or old enough to self-manage and carry their own emergency medication, know exactly where to access their emergency medication.

#### Safe storage – general

All controlled drugs are kept in a locked cupboard and only named staff have access, even if pupils normally administer the medication themselves.

Three times a year the identified member of staff checks the expiry dates for all medication stored at school.

Parents/carers ensure that all emergency and non-emergency medication is labelled with the child's name, the name and dose of the medication and the frequency of dose. This includes all medication children carry with them.

Some medication may need to be refrigerated. This must be stored in an airtight container and is clearly labelled. The fridges used to store the medication are in an inaccessible to unsupervised pupils' area.

It is the parent's/carer's responsibility to provide medication and make sure it is in date and in school.

All out-of-date medicine or medicine which is no longer needed will be given to the pupils parents/carers to dispose of.

Sharp boxes are kept and used for the disposal of needles. Parents/carers obtain these boxes and they must be stored in a locked cupboard.

### **Record keeping**

When a parent/carer enrolls their child they are asked if they have any health conditions or health issues on the enrolment form.

### **Healthcare Plans**

Middlewich Primary School uses Healthcare Plans to record important details and individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. The Healthcare Plan is completed by the healthcare professional, designated staff, parents/carers and if appropriate, the child. Parents/carers are given a copy of the Healthcare Plan.

They are reviewed annually, or earlier if evidence is presented that the child's needs have changed. All Health Care Plans are developed with the child's best interests in mind and we ensure that we assess and manages risks to the child's education, health and social wellbeing, and minimise disruption.

*Further advice: from statutory guidance - Supporting Pupils at School with Medical Conditions*

Individual healthcare plans can help to ensure that schools effectively support pupils with medical conditions. They provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed and are likely to be helpful in the majority of other cases, especially where medical conditions are long-term and complex. However, not all children will require one. The school, healthcare professional and parent should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached, the headteacher is best placed to take a final view.

If a child has a EHC Plan the EHC plan will linked or part of the IHC plan.

School has a register of children with Healthcare Plans and their health needs.

Parents/carers are responsible for keeping the Healthcare Plan up to date and must inform school of any changes.

Plans are reviewed every 12 months.

Middlewich Primary School seeks permission from parents/carers to share their child's medical condition details and makes sure that the pupil's confidentiality is protected.

**Inclusive environment for all pupils.**

Middlewich Primary School is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. This includes out of school activities and residential.

Staff make appropriate adjustments for children with medical conditions.

Staff understand frequent absences, or symptoms like tiredness and lack of concentration. May be due to pupils' medical condition.

Middlewich Primary School is committed to identifying and reducing triggers both at school and on out of school visits.

School works in partnership with all relevant parties including the pupil (where appropriate), parent school's governing body, all school staff, and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

Mrs G. Reynolds – Headteacher - March 2024

**REVIEW:-** Pupil Welfare, Curriculum & Partnerships / Safeguarding, Finance & Premises committee-  
Spring term 2024