

Respect, Resilience, Excellence

Basildon CE Primary School

Supporting Medical Needs Policy

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| Date of next review | September 2024 |
| Policy Holder | Melissa Cliffe |
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| Monitoring and Evaluation | FGB |
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Contents:

Statement of intent

1. Legal framework
 2. Scope
 3. Roles and responsibilities
 4. Admissions
 5. Notification Procedure
 6. Individual Healthcare Plans (IHPs)
 7. Self-management
 8. Staff Training and Support
 9. Educational & Residential Visits and Sporting Events
 10. Emergency Procedures
 11. Home-to-School Transport
 12. Medical Conditions
 13. Managing Medication
 14. Liability and Indemnity
 15. Unacceptable Practice
 16. Complaints
 17. Monitoring and review
- Confidentiality and data

APPENDIX I: Individual Healthcare Plan Implementation Procedure

APPENDIX II: Individual Healthcare Plan

Statement of intent

The governing board of Basildon C.E. Primary School has a duty to ensure arrangements are in place to support pupils with medical conditions. The aim of this policy is to ensure that all pupils with medical conditions, in terms of both physical and mental health, receive appropriate support allowing them to play a full and active role in school life, remain healthy, have full access to education (including school trips and physical education) and achieve their academic potential.

Basildon C.E. Primary School believes it is important that parents/carers of pupils with medical conditions feel confident that the school provides effective support for their child's medical condition, and that pupils feel safe in the school environment.

There are also social and emotional implications associated with medical conditions. Pupils with medical conditions can develop emotional disorders, such as self-consciousness, anxiety and depression, and be subject to bullying. This policy aims to minimise the risks of pupils experiencing these difficulties.

Long-term absences as a result of medical conditions can affect educational attainment, impact integration with peers, and affect wellbeing and emotional health. This policy contains procedures to minimise the impact of long-term absence and effectively manage short-term absence.

Some pupils with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. The school has a duty to comply with the Act in all such cases. In addition, some pupils with medical conditions may also have SEND and have an education, health and care (EHC) plan collating their health, social and SEND provision. For these pupils, compliance with the DfE's 'Special educational needs and disability code of practice: 0 to 25 years' and the school's SEND Policy will ensure compliance with legal duties.

This policy aims to ensure that the needs of our pupils with medical conditions are fully understood and effectively supported, we consult with health and social care professionals, pupils and their parents/carers

1. Legal framework

1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Children and Families Act 2014
- The Education Act 2002
- The Education Act 1996 (as amended)
- The Children Act 1989
- The National Health Service Act 2006 (as amended)
- The Equality Act 2010
- The Health and Safety at Work etc. Act 1974
- The Misuse of Drugs Act 1971

- The Medicines Act 1968
- The School Premises (England) Regulations 2012 (as amended)
- The Special Educational Needs and Disability Regulations 2014 (as amended)
- The Human Medicines (Amendment) Regulations 2017

1.2. This policy has due regard to the following guidance:

- DfE (2015) 'Special educational needs and disability code of practice: 0-25 years'
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on first aid for schools'
- Ofsted (2015) 'The common inspection framework: education, skills and early years'
- Department of Health (2017) 'Guidance on the use of adrenaline auto-injectors in schools'

1.3. This policy operates in conjunction with the following school policies:

- Administration of First Aid and Medication in School Policy
- SEND Policy
- Complaints Procedure Policy

2. Scope

- 2.1. This policy fulfils the statutory requirements of the DfE required 'Supporting Pupils with Medical Conditions'.
- 2.2. This policy is also deemed to support the needs of all stakeholders who have a medical condition when in school.

3. Roles and responsibilities

3.1. The governing board:

- Is legally responsible for fulfilling its statutory duties under legislation;
- Ensures that arrangements are in place to support pupils with medical conditions;
- Ensures that pupils with medical conditions can access and enjoy the same opportunities as any other pupil at the school;
- Works with the LA, health professionals, commissioners and support services to ensure that pupils with medical conditions receive a full education;
- Ensures that, following long-term or frequent absence, pupils with medical conditions are reintegrated effectively;

- Ensures that the focus is on the needs of each pupil and what support is required to support their individual needs;
- Instil confidence in parents/carers and pupils in the school's ability to provide effective support;
- Ensures that all members of staff are properly trained to provide the necessary support and are able to access information and other teaching support materials as needed;
- Ensures that no prospective pupil is denied admission to the school because arrangements for their medical condition have not been made;
- Ensures that pupils' health is not put at unnecessary risk;
- Holds the right to not accept a pupil into school at times where it would be detrimental to the health of that pupil or others to do so, such as where the child has an infectious disease;
- Ensures that policies, plans, procedures and systems are properly and effectively implemented.

3.2. The Headteacher:

- Ensures that this policy is effectively implemented with stakeholders;
- Ensures that all staff are aware of this policy and understand their role in its implementation;
- Ensures that a sufficient number of staff are trained and available to implement this policy and deliver against all individual healthcare plans (IHPs), including in emergency situations;
- Considers recruitment needs for the specific purpose of ensuring pupils with medical conditions are properly supported;
- Has overall responsibility for the development of IHPs;
- Ensures that staff are appropriately insured and aware of the insurance arrangements;
- Contacts the school nursing service where a pupil with a medical condition requires support that has not yet been identified.

3.3. The School Business Manager (SBM) holds overall responsibility for implementation of this policy.

3.4. The parents/carers:

- Notify the school if their child has a medical condition;
- Provide the school with sufficient and up-to-date information about their child's medical needs;
- Are involved in the development and review of their child's IHP;
- Carry out any agreed actions contained in the IHP;
- Ensure that they, or another nominated adult, are contactable at all times.

- 3.5. The pupils:
- Are fully involved in discussions about their medical support needs;
 - Contribute to the development of their IHP;
 - Are sensitive to the needs of pupils with medical conditions.
- 3.6. School staff:
- May be asked to provide support to pupils with medical conditions, including the administering of medicines, but are not required to do so;
 - Take into account the needs of pupils with medical conditions in their lessons when deciding whether or not to volunteer to administer medication;
 - Receive sufficient training and achieve the required level of competency before taking responsibility for supporting pupils with medical conditions;
 - Know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.
- 3.7. Supply staff:
- Are provided with access to this policy;
 - Informed of all relevant medical conditions of pupils in the class they are providing cover for;
 - Are covered under the school's insurance arrangements.
- 3.8. The School Nursing team:
- At the earliest opportunity, notifies the school when a pupil has been identified as having a medical condition which requires support in school;
 - Supports staff to implement IHPs and provides advice and training;
 - Liaises with lead clinicians locally on appropriate support for pupils with medical conditions.
- 3.9. Clinical Commissioning Groups (CCGs):
- Ensure that commissioning is responsive to pupils' needs, and that health services are able to cooperate with schools supporting pupils with medical conditions;
 - Make joint commissioning arrangements for education, health and care provision for pupils with SEND;
 - Are responsive to LAs and schools looking to improve links between health services and schools;
 - Provide clinical support for pupils who have long-term conditions and disabilities;
 - Ensure that commissioning arrangements provide the necessary ongoing support essential to ensuring the safety of vulnerable pupils.
- 3.10. Other healthcare professionals, including GPs and paediatricians:
- Notify the school nurse when a child has been identified as having a medical condition that will require support at school;
 - Provide advice on developing IHPs;
 - May provide support in the school for children with particular conditions, e.g. asthma, diabetes and epilepsy.

3.11. Providers of additional healthcare services:

- Co-operate with the school, including ensuring communication, liaising with the school nurse and other healthcare professionals, and participating in local outreach training.

3.12. The Local Authority (LA):

- Commissions school nurses for local schools;
- Promotes co-operation between relevant partners;
- Makes joint commissioning arrangements for education, health and care provision for pupils with SEND;
- Provides support, advice and guidance, and suitable training for school staff, ensuring that IHPs can be effectively delivered;
- Works with the school to ensure that pupils with medical conditions can attend school full-time;
- Where a pupil is away from school for 15 days or more (whether consecutively or across a school year), the LA has a duty to make alternative arrangements, as the pupil is unlikely to receive a suitable education in a mainstream school.

3.13. Ofsted:

- Inspectors will consider how well the school meets the needs of the full range of pupils, including those with medical conditions;
- Key judgements are informed by the progress and achievement of pupils with medical conditions, alongside pupils with SEND, and also by pupils' spiritual, moral, social and cultural development.

4. Admissions

- 4.1. No child is denied admission to the school or prevented from taking up a school place because arrangements for their medical condition have not been made.
- 4.2. A child may only be refused admission if it would be detrimental to the health of the child to admit them into the school setting.

5. Notification Procedure

- 5.1. When the school is notified that a pupil has a medical condition that requires support in school, the school nurse informs the Headteacher, or in their absence, the SBM or SENCo.
- 5.2. Following this, the school begins to arrange a meeting with parents/carers, healthcare professionals and the pupil, with a view to discussing the necessity of an IHP (outlined below).
- 5.3. The school does not wait for a formal diagnosis before providing support to pupils. Where a pupil's medical condition is unclear, or where there is a difference of opinion concerning what support is required, a judgement is made by the Headteacher, or in their absence,

the SBM or SENCo, based on all available evidence (including medical evidence and consultation with parents/carers).

- 5.4. For a pupil starting at the school in a September uptake, arrangements are in place prior to their introduction and informed by their previous institution.

6. Individual Healthcare Plans (IHPs)

- 6.1. The School, healthcare professionals and parent/carer(s) agree, based on evidence, whether an IHP is required for a pupil, or whether it would be inappropriate or disproportionate to their level of need. If no consensus can be reached, the Headteacher makes the final decision.
- 6.2. The School, parent/carer(s) and a relevant healthcare professional work in partnership to create and review IHPs. Where appropriate, the pupil is also involved in the process.
 - 1.1. IHPs include the following information:
 - The medical condition, along with its triggers, symptoms, signs and treatments;
 - The pupil's needs, including medication (dosages, side effects and storage), other treatments, facilities, equipment, access to food and drink (where this is used to manage a condition), dietary requirements and environmental issues;
 - The support needed for the pupil's educational, social and emotional needs;
 - The level of support needed, including in emergencies.;
 - Whether a child can self-manage their medication;
 - Who will provide the necessary support, including details of the expectations of the role and the training needs required, as well as who will confirm the supporting staff member's proficiency to carry out the role effectively;
 - Cover arrangements for when the named supporting staff member is unavailable;
 - Who needs to be made aware of the pupil's condition and the support required;
 - Arrangements for obtaining written permission from parents/carers and the headteacher for medicine to be administered by school staff or self-administered by the pupil;
 - Separate arrangements or procedures required during school trips and activities;
 - Where confidentiality issues are raised by the parent/carer(s) or pupil, the designated individual to be entrusted with information about the pupil's medical condition;
 - What to do in an emergency, including contact details and contingency arrangements.
- 6.3. Where a pupil has an emergency healthcare plan prepared by their lead clinician, this is used to inform the IHP.
- 6.4. IHPs are easily accessible to those who need to refer to them, but confidentiality is preserved.
- 6.5. IHPs are reviewed on at least an annual basis, or when a child's medical circumstances change, whichever is sooner.
- 6.6. Where a pupil has an EHC plan, the IHP is linked to it or becomes part of it.

- 6.7. Where a child has SEND but does not have a statement or EHC plan, their SEND should be mentioned in their IHP.
- 6.8. Where a child is returning from a period of hospital education, alternative provision or home tuition, we work with the LA and education provider to ensure that their IHP identifies the support the child needs to reintegrate.

7. Self-management

- 7.1 Following discussion with parents/carers, pupils who are competent to manage their own health needs and medicines are encouraged to take responsibility for self-managing their medicines and procedures. This is reflected in their IHP.
- 7.2 Where possible, pupils are allowed to carry their own medicines and relevant devices.
- 7.3 Where it is not possible for pupils to carry their own medicines or devices, they are held in suitable locations that can be accessed quickly and easily.
- 7.4 If a pupil refuses to take medicine or carry out a necessary procedure, staff will not force them to do so. Instead, the procedure agreed in the pupil's IHP is followed. Following such an event, parents/carers are informed so that alternative options can be considered.
- 7.5 If a child with a controlled drug passes it to another child for use, this is an offence and appropriate disciplinary action is taken in accordance with School Policy.

8. Staff Training and Support

- 8.1. Every staff member providing support to a pupil with medical conditions receives appropriate, relevant training.
- 8.2. Staff do not undertake healthcare procedures or administer medication without appropriate training.
- 8.3. Training needs are assessed by the School Nurse through the development and review of IHPs, on a termly basis for all school staff, and when a new staff member arrives.
- 8.4. Through training, staff have the requisite competence and confidence to support pupils with medical conditions and fulfil the requirements set out in IHPs. Staff understand the medical condition(s) they are asked to support, their implications, and any preventative measures that must be taken.
- 8.5. The School Nurse confirms the proficiency of staff in performing medical procedures or providing medication.
- 8.6. A first-aid certificate does not constitute appropriate training for supporting pupils with medical conditions.
- 8.7. Whole-school awareness training is carried out on an annual basis for all staff, and included in the induction of new staff members, with in-year updates as required.

- 8.8. The School Nurse identifies suitable training opportunities that ensure all medical conditions affecting pupils in the school are fully understood, and that staff can recognise difficulties and act quickly in emergency situations.
- 1.2. Training is commissioned by the SBM and provided by the following bodies:
- Commercial training provider
 - The School Nurse
 - Name of GP consultant
 - Parents/carers of pupils with medical conditions
- 8.9. Parents/carers of pupils with medical conditions are consulted for specific advice and their views are sought where necessary, but they will not be used as a sole trainer.
- 8.10. The Headteacher, or the SBM will provide details of further CPD opportunities for staff regarding supporting pupils with medical conditions.

9. Educational and Residential Visits and Sporting Events

- 9.1. Pupils with medical conditions are supported to participate in school and residential visits, and sporting activities.
- 9.2. Prior to an activity taking place, the school conducts a risk assessment to identify what reasonable adjustments should be taken to enable pupils with medical conditions to participate.
- 9.3. Advice is sought from pupils, parents/carers and relevant medical professionals.
- 9.4. The school will arrange for adjustments to be made for all pupils to participate, except where evidence from a clinician, such as a GP, indicates that this is not possible.

10. Emergency Procedures

- 10.1. Medical emergencies are dealt with under the school's emergency procedures.
- 1.3. Where an IHP is in place, it should detail:
- What constitutes an emergency
 - What to do in an emergency
- 10.2. Pupils are informed in general terms of what to do in an emergency, such as telling a teacher.
- 10.3. If a pupil needs to be taken to hospital, a member of staff remains with the pupil until their parents/carers arrive.
- 10.4. When transporting pupils with medical conditions to medical facilities, staff members are informed of the correct postcode and address for use in navigation systems.

11. Home-to-School Transport

- 11.1. Arranging home-to-school transport for pupils with medical conditions is the responsibility of the LA.
- 11.2. Where appropriate, the school will share relevant information to allow the LA to develop appropriate transport plans for pupils with life-threatening conditions.

12. Medical Conditions

- 12.1 This policy defines a medical condition as being:
 - a long term health condition that requires ongoing management over a period of years or decades;
 - one that cannot currently be cured;
 - one that can be controlled with the use of medication and/or other therapies, including adaptations to the patient's environment.
- 12.2 Examples of medical conditions that may be found within the school community:
 - Anaphylaxis
 - Autoimmune disorders – coeliac disease, diabetes, rheumatoid arthritis, etc.;
 - Birth defects – Down's syndrome, 'hole in the heart', orofacial cleft, etc.;
 - Bowel disorders – Crohn's, IBS, etc.
 - Cancer/ Leukaemia;
 - Cardiovascular – angina, hypertension, etc.;
 - Chronic fatigue – ME, Post Covid, etc.;
 - Chronic neurological – epilepsy, multiple sclerosis, etc.;
 - Chronic pain – fibromyalgia, etc.;
 - Chronic respiratory – asthma, cystic fibrosis, etc.;
 - Gynaecological disorders;
 - Eyesight disorders;
 - Hearing disorders;
 - Kidney disease;
 - Mental health disorders;
 - Musculoskeletal disorders.
- 12.3 Where appropriate, irrespective of any EHCP or IHP in place, the SBM in liaison with the Headteacher, class teacher and/or staff member, will conduct a risk assessment to make any reasonable adaptations to the school environment.
- 12.4 In the case of a staff member presenting with a medical condition, a referral will be made to Occupational Health who will advise regarding any amendments to working practice.

12.5 Where appropriate, the Headteacher may appoint designated leads:

| CONDITION | DESIGNATED LEAD |
|----------------------|--|
| Anaphylaxis | Pam Slingsby, SBM |
| Asthma | Cat Hadrill, School Administrator (SA) |
| Diabetes | Pam Slingsby, SBM |
| Epilepsy | Cat Hadrill, SA |
| Fibromyalgia | Melissa Cliffe, Headteacher |
| Gynaecological | Pam Slingsby, SBM |
| Mental Health | Emma Parish, SLT |
| Rheumatoid Arthritis | Melissa Cliffe, Headteacher |

13 Managing Medication

- 13.1 In accordance with the school's Administration of First Aid & Medication policy, medicines are only administered at school when it would be detrimental to a pupil's health or school attendance not to do so.
- 13.2 Pupils under 16 years of age are not given prescription or non-prescription medicines without their parent/carer's written consent – except where the medicine has been prescribed to the pupil without the parent/carer's knowledge. In such cases, the school encourages the pupil to involve their parents/carers, while respecting their right to confidentiality.
- 13.3 Non-prescription medicines may be administered in the following situations:
- When it would be detrimental to the pupil's health not to do so
 - When instructed by a medical professional
- 13.4 No pupil under 16 years of age is given medicine containing aspirin unless prescribed by a doctor.
- 13.5 Pain relief medicines are never administered without first checking when the previous dose was taken and the maximum dosage allowed.
- 13.6 Parents/carers are informed any time medication is administered that is not agreed in an IHP.
- 13.7 The school only accepts medicines that are in-date, labelled, in their original container, and that contain instructions for administration, dosage and storage. The only exception to this is insulin, which must still be in-date, but is available in an insulin pen or pump, rather than its original container.
- 13.8 All medicines are stored safely. Pupils know where their medicines are at all times and are able to access them immediately, whether in school or attending an educational/residential visit or sports event. Where relevant, pupils are informed of who holds the key to the relevant storage facility.

- 13.9 When medicines are no longer required, they are returned to parents/carers for safe disposal. Sharps boxes are always used for the disposal of needles and other sharps; the sharps box is located in the SBM office.
- 13.10 Controlled drugs are stored in a non-portable container and only named staff members have access; however, these drugs are easily accessed in an emergency. A record is kept of the amount of controlled drugs held and any doses administered.
- 13.11 The school holds asthma inhalers for emergency use. The inhalers are stored in the School Admin office and their use is recorded. Inhalers are always used in line with school policy.
- 13.12 The school holds adrenaline auto-injectors (AAIs) for emergency use. The AAIs are stored in the SBM office and their use is recorded. AAIs are always used in line with school policy.
- 13.13 Staff may administer a controlled drug to a pupil for whom it has been prescribed. They must do so in accordance with the prescriber's instructions.
- 13.14 Records are kept of all medicines administered to individual pupils – stating what, how and how much was administered, when and by whom. A record of side effects presented is also held.
- 13.15 All stakeholders over the age of 17 years are responsible for:
- Advising the SBM of any medical conditions they have;
 - Advising the SBM of any prescribed medication they are taking, irrespective of whether it may have an effect on their ability to perform;
 - Store personal medications securely when on site.
- 13.16 All stakeholders over the age of 17 years are able to store their prescribed medications with the Admin team, where this is the safest option.
- 13.17 The detail of this section is held in full in the School's Administration of First Aid and Medication policy.
- 13.18 **Asthma Inhalers:**
- 13.18.1 The administration of asthma inhalers and the treatment of asthma will be carried out in accordance with school policy.
- 13.18.2 All stakeholders aged 12 years or over may store their prescribed inhalers in their belongings, as long as it does not present a risk for those aged under 12 years.
- 13.18.3 All pupil inhalers are stored in the relevant class first aid bag.
- 13.18.4 A register of asthma inhalers will be kept of all the pupils who have been prescribed an inhaler to manage their condition. A copy of this will be held with the inhaler(s) in the relevant class first aid bag for easy access when required.
- 13.18.5 Where a pupil has been prescribed an inhaler, this will be written into their IHP.
- 13.18.6 In the event of asthma attack and an inhaler is not readily available, a designated staff member will be contacted via a school two-way radio.

- 13.18.7 The school will keep spare inhaler(s) for use in the event of an emergency, which will be checked on a monthly basis to ensure that it remains in date and will be replaced when the expiry date approaches.
- 13.18.8 The spare inhaler(s) will be stored in the School Admin office, ensuring that it is protected from direct sunlight and extreme temperatures.
- 13.18.9 The spare inhaler(s) will only be administered to pupils experiencing an asthma attack and where parental consent has been gained.
- 13.18.10 Where a pupil's prescribed inhaler cannot be accessed or administered correctly and without delay, the spare inhaler will be used.
- 13.18.11 Where a pupil who does not have a prescribed inhaler appears to be having an asthma attack, the emergency services will be contacted and advice sought.
- 13.18.12 The school inhaler(s) are considered safe to administer to a healthy child in an emergency if directed to by the emergency services.
- 13.18.13 Where a pupil appears to be having a severe asthma attack, the emergency services will be contacted even if an inhaler has already been administered.
- 13.18.14 In the event that a school inhaler is used, the pupil's parents/carers will be notified.
- 13.18.15 Where any inhaler is used, the following information will be recorded on the relevant register:
- Whether own or school inhaler was used;
 - Where and when the attack took place;
 - How much medication was given and by whom;
 - Any additional information or action taken.
- 13.18.16 School inhalers can be reused further to stringent and appropriate cleaning, as directed in the manufacturer's guidelines following use.
- 13.18.17 In the event of any offsite activity/visit, the appropriate prescribed inhalers will be included in the event first aid kit. Where such is not available, the School will give due consideration to taking the spare inhaler in case of an emergency.
- 13.18.18 The designated Asthma Lead is: **Cat Hadrill, School Administrator.**

13.19 Adrenalin Auto-Injectors (AIs):

- 13.19.1 The administration of AIs and the treatment of anaphylaxis will be carried out in accordance with school policy.
- 13.19.2 All stakeholders aged 12 years or over may store their prescribed AIs securely in their belongings, as long as it does not present a risk for those aged under 12 years.

- 13.19.3 All pupil AAIs are stored in the relevant class first aid bag.
- 13.19.4 Where more than one AAI is prescribed to a pupil, the second is stored in the School kitchen.
- 13.19.5 A register of AAIs will be kept of all the pupils who have been prescribed an inhaler to manage their condition. A copy of this will be held with the AAI(s) in the relevant class first aid bag for easy access when required.
- 13.19.6 Where a pupil has been prescribed an AAI, this will be written into their IHP.
- 13.19.7 Designated staff members will be trained in how to administer an AAI, and the sequence of events to follow when doing so. AAIs will only be administered by these staff members.
- 13.19.8 In the event of anaphylaxis and an AAI is not readily available, a designated staff member will be contacted via a school two-way radio.
- 13.19.9 Where there is any delay in contacting designated staff members, or where delay could cause a fatality, the nearest staff member will administer the AAI.
- 13.19.10 If necessary, other staff members may assist the designated staff members with administering AAIs, such as where the pupil needs restraining.
- 13.19.11 The school will keep spare AAIs for use in the event of an emergency, which will be checked on a monthly basis to ensure that it remains in date and will be replaced when the expiry date approaches.
- 13.19.12 The spare AAIs will be stored in the SBM office, ensuring that it is protected from direct sunlight and extreme temperatures.
- 13.19.13 The spare AAIs will only be administered to pupils at risk of anaphylaxis and where parental consent has been gained.
- 13.19.14 Where a pupil's prescribed AAI cannot be accessed or administered correctly and without delay, the spare AAI will be used.
- 13.19.15 Where a pupil who does not have a prescribed AAI appears to be having a severe allergic reaction, the emergency services will be contacted and advice sought.
- 13.19.16 The school AAIs are considered safe to administer to a healthy child in an emergency if directed to by the emergency services.
- 13.19.17 Where a pupil appears to be having a severe allergic reaction, the emergency services will be contacted even if an AAI has already been administered.
- 13.19.18 In the event that an AAI is used, the pupil's parents/carers will be notified immediately of its administration and they will be informed whether this was using the pupil's or the school's device.
- 13.19.19 Where any AAI is used, the following information will be recorded on the relevant register:
- Whether own or school AAI was used;

- Where and when the allergic reaction took place;
 - How much medication was given and by whom;
 - Any additional information or action taken.
- 13.19.20 School AAI's should be used in accordance with the following guidance:
- Children under 6 years, a dose of 150 micrograms of adrenaline can be administered;
 - Children aged 6-11 years, a dose of 300 micrograms of adrenaline can be administered.
- 13.19.21 AAI's **MUST NOT** be reused. Any AAI used will be given to the emergency services in attendance, with details of when the AAI was administered.
- 13.19.22 AAI's that are deemed to be out-of-date will be disposed of appropriately, using a sharps box which is located in the SBM office.
- 13.19.23 In the event of any offsite activity/visit, the appropriate prescribed AAI's will be included in the event first aid kit. Where such is not available, the School will give due consideration to taking the spare AAI in case of an emergency.
- 13.19.24 The designated Anaphylaxis Lead is: **Pam Slingsby, SBM.**

14 Liability and Indemnity

- 14.1 The governing board ensures that appropriate insurance is in place to cover staff providing support to pupils with medical conditions.
- 14.2 The school holds an insurance policy with DfE RPA covering liability relating to the administration of medication. The policy has the following requirements:
- All staff must have undertaken appropriate training.
- 14.3 The school holds an insurance policy with DfE RPA covering liability relating to the healthcare procedures. The policy has the following requirements:
- All staff must have undertaken appropriate training.
- 14.4 All staff providing such support are provided access to the insurance policies.
- 14.5 In the event of a claim alleging negligence by a member of staff, civil actions are most likely to be brought against the school, not the individual.

15 Unacceptable Practice

- 15.1 The school will never:
- Assume that pupils with the same condition require the same treatment;
 - Prevent pupils from easily accessing their inhalers and medication;
 - Ignore the views of the pupil and/or their parents/carers;
 - Ignore medical evidence or opinion;

- Send pupils home frequently for reasons associated with their medical condition, or prevent them from taking part in activities at school, including lunch times, unless this is specified in their IHP;
- Send an unwell pupil to the medical room or school office alone or with an unsuitable escort;
- Penalise pupils with medical conditions for their attendance record, where the absences relate to their condition;
- Make parents/carers feel obliged or forced to attend school to administer medication or provide medical support, including for toilet issues
- Make parents/carers feel that they have to give up working because the school is failing to support their child's needs;
- Create barriers to pupils participating in school life, including educational visits;
- Refuse to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

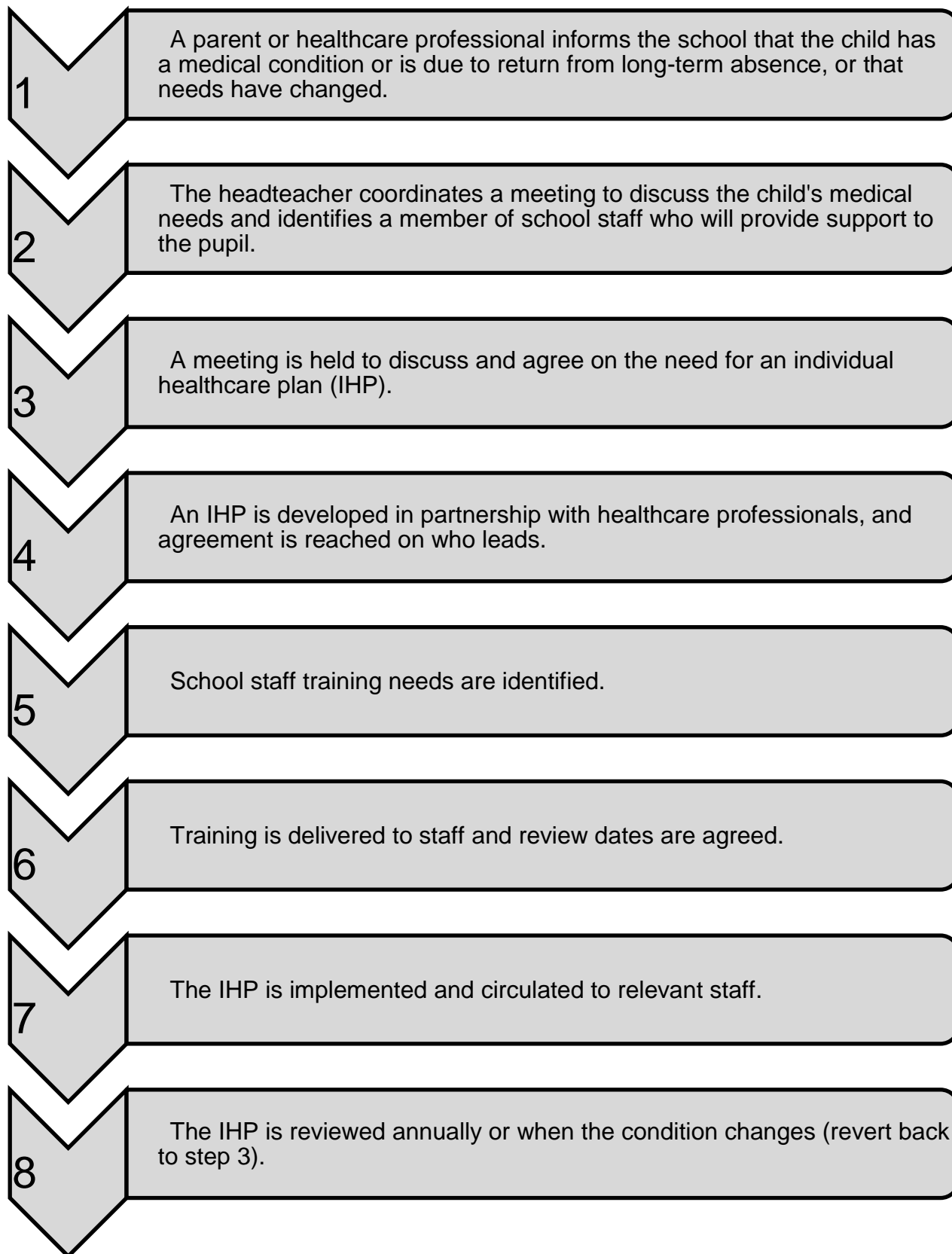
16 Complaints

- 16.1 Parents/carers or pupils wishing to make a complaint concerning the support provided to pupils with medical conditions are required to speak to the school in the first instance.
- 16.2 If they are not satisfied with the school's response, they may make a formal complaint via the school's complaints procedure, as outlined in the Complaints Procedure Policy.
- 16.3 If the issue remains unresolved, the complainant has the right to make a formal complaint to the DfE.
- 16.4 Parents/carers and pupils are free to take independent legal advice and bring formal proceedings if they consider they have legitimate grounds to do so.

17 Monitoring and review

- 17.1 All members of staff will be informed of any changes made to this policy.

APPENDIX I: Individual Healthcare Plan Implementation Procedure



APPENDIX II: Individual Healthcare Plan

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|---|--|
| Child's name: | |
| Class/Year: | |
| Date of birth: | |
| Child's address: | |
| Medical diagnosis or condition: | |
| Date: | |
| Review date: | |
| Family contact information | |
| Name: | |
| Phone number (work): | |
| (home): | |
| (mobile): | |
| Name: | |
| Relationship to child: | |
| Phone number (work): | |
| (home): | |
| (mobile): | |
| Clinic/hospital contact | |
| Name: | |
| Phone number: | |
| Child's GP | |
| Name: | |
| Phone number: | |
| Who is responsible for providing support in school? | |

Describe medical needs and give details of a child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues, etc.

Name of medication, dose, method of administration, when it should be taken, side effects, contra-indications, administered by/self-administered with/without supervision:

Daily care requirements:

Specific support for the pupil's educational, social and emotional needs:

Arrangements for school visits/trips:

Other information:

Describe what constitutes an emergency, and the action to take if this occurs:

Responsible person in an emergency (state if different for off-site activities):

Plan developed with:

Staff training needed/undertaken – who, what, when:

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Form copied to:

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