



**THE CAMDEN
SCHOOL FOR GIRLS**

Supporting Children with Medical Needs Policy



Lead Staff member:

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Approved by full governing body :

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Supporting Children with Medical Needs Policy

The purpose of the policy is to ensure that pupils with medical conditions are supported to enable the fullest participation in all aspects of school life. The school will help ensure children with medical needs can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

The policy has been produced using the statutory guidance 'Supporting Pupils at school with Medical Conditions', published 1 September 2014.

The school ensures all staff understand their duty of care to pupils in the event of an emergency.

All staff feel confident in knowing what to do in an emergency.

This school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.

This school understands the importance of medication being taken as prescribed.

All staff understand the common medical conditions that affect children at this school.

THE ROLE OF THE GOVERNING BODY

The Governing Body is responsible for the school's medical needs policy. They will take account of the views of the Headteacher, staff and parents in reviewing the policy on supporting pupils with medical needs to ensure that their needs are met and that they are included in the full life of the school. The cultural and religious views of parents and pupils will always be taken into account. The governing body should ensure that plans are reviewed at least annually, or earlier if evidence is presented that the child's needs have changed. They should be developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social wellbeing, and minimises disruption.

ROLE OF THE HEADTEACHER

On admission we will establish an atmosphere of mutual trust. This will ensure that parents or guardians and their children do not feel that they are making unreasonable or uninformed demands on the school and to make them feel confident about informing us about their child's condition. The school will ensure that all staff, temporary, permanent or employed by other services, are aware of the policy and where appropriate follow agreed procedures and that staff are properly supported.

ROLE OF PARENTS/GUARDIANS (Appendix One)

Parents or guardians have prime responsibility for their child's health and wellbeing and will need to establish agreements with us about their child's medical needs. The Headteacher is responsible for deciding whether the school can assist a pupil who has such needs and who may need medication. We will endeavour to ensure that attendance and full participation in school life is maintained by assisting where practical in managing an agreed care plan.

It only requires one parent to agree to or request that medicines are managed. As a matter of practicality, it is likely that this will be the parent with whom the school has day-to-day contact. Where parents disagree over medical support, the disagreement must be resolved by the Courts. The school will continue to administer the medicine in line with the written consent given and in accordance with the prescriber's instructions unless and until a Court decides otherwise.

The following is to be considered before bringing medication in school:

- Prescribers consider the use of medicines which need to be managed only once or twice a day (where appropriate) for young people so that they can be taken outside school hours.
- Most prescribed medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime, alleviating the need for them to be brought into school.
- Prescribers consider providing two prescriptions where appropriate and practicable, for a child's medicine: one for home and one for use in the school or setting, avoiding the need for repackaging or relabeling of medicines by parents.

Parents should encourage self-medication where this is appropriate.

THE ROLE OF SCHOOL STAFF (Appendix Two)

Although administering medicine is not part of teachers' professional duties all staff will use their best endeavours for pupils at all times, particularly in emergencies. Safety of both pupils and staff will be of paramount importance at all times.

Staff will NOT give a non-prescribed medicine to a child unless there is a specific prior written permission from the parents/carer in agreement with the Deputy Headteacher.

A child under 16 will not be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

If pupils refuse to take medication they will not be forced to do so by staff. However, parents/guardians will be informed as a matter of urgency and, if appropriate, the emergency services called.

Staff with children with medical needs in their class or group will be informed about the nature of the condition, and when and where the children may need extra attention.

All staff will be made aware of the likelihood of an emergency arising and what action to take if one occurs. Back up cover will be arranged for when the member of staff responsible is absent or unavailable. During times of the day when other staff may be responsible for children, such as lunchtime supervisors, they will be provided with appropriate training and advice.

THE ROLE OF THE SCHOOL NURSE

The school nurse is responsible for notifying the school when a pupil has been identified as having a medical condition which will require support at school. They will implement a child's Individual Healthcare Plan and provide advice and liaison for appropriate training.

THE ROLE OF PUPILS

Pupils will be allowed and encouraged to administer their own medication so that they are taught to take responsibility for their needs. This is subject to the agreement of the parents/guardians and Headteacher and if appropriate to the age, understanding, ability and aptitude of the child. Where

appropriate and with agreement with the pupil/parents/guardians, other pupils may be made aware of potential emergency situations and how to alert staff and summon help.

LONG TERM MEDICAL NEEDS

Pupils who have medical conditions that, if not properly managed, will limit their access to education are regarded as having medical needs. A CARE PLAN will be agreed with parent/carers for such children. This will include as much information as possible to ensure that the child's medical needs can be supported to assist in their attendance and positive experience in school, including preparing for an emergency situation. If a pupil with medical needs requires local authority (LA) home to school transport then the LA will have a duty to make sure that pupils are safe during the journey.

SHORT TERM MEDICAL NEEDS

Most pupils will at some time have a medical condition that may affect their participation in an education setting. For many this will be short term e.g. finishing a course of medication. A short term care plan will be agreed for such pupils to ensure that pupils are able to attend while completing a course of medication.

FIRST AID

The SENDCo and a number of trained staff will be responsible for first aid of both pupils and staff.

CONFIDENTIALITY

The medical information relating to a pupil will be treated as confidential and will only be disclosed to those who need to know to be able to support the pupil and with the agreement of the parents/guardian and/or pupil.

ACCURATE RECORDS

We will maintain accurate records at all times of pupils' medical needs and also those pupils with short term care plans. Records will be kept of all medicines that are managed in school. Information will be shared about the children's medical needs with each school which they attend.

INDIVIDUAL HEALTH CARE PLANS

These enable the school to identify the level of support that is needed at school. Those who may need to contribute to the plan are:

- The Deputy Headteacher, Designated Safeguarding Lead (DSL)
- The parent/carer
- The pupil
- SENDCo
- Teaching assistant
- School staff who have agreed to manage medication or be trained in emergency procedures
- The school health service, the child's GP or other health care professionals
- The school nurse

SCHOOL TRIPS

Staff supervising excursions should be aware of any medical needs, and relevant emergency procedures. Sometimes an additional supervisor might accompany a particular pupil. If staff are

concerned about whether they can provide for a pupil's safety, or the safety of other pupils on a trip, they will seek medical advice from the School Health Service or the child's GP.

SPORTING ACTIVITIES

Children with medical needs will be encouraged to take part in sporting activities appropriate to their own abilities. Any restrictions on a pupil's ability to participate in PE will be included in their individual health care plan. Some pupils may need to take precautionary measures before or during exercise and/or need to be allowed immediate access to their medication if necessary. Teachers should be aware of relevant medical conditions and emergency procedures.

PROCEDURES TO BE FOLLOWED

1. If medication cannot be given outside of school hours, parents or guardians must contact the school's appointed First Aider, giving the dose, the method of administration, the time and frequency of administration, other treatment, any special precautions and signed consent
2. All essential medication should be brought into school by the parent or guardian and NOT the pupil. It should be delivered personally to the school's appointed First Aider at a pre-arranged time. Only the smallest practicable amount should be kept in school.
3. All medication taken in school must be kept in clearly labelled pharmacy bottle or packaging, preferably with a child safety top which must give the owner's name, contents and the dosage to be taken.
4. Whilst medication is in school it must be kept in a suitable locked cupboard away from the children, which is situated in our main reception and is readily accessible to the named persons when required. The exception to this rule is the use of an inhaler.
5. Medication to be taken orally should be supplied with an individual measuring spoon or syringe. Eye drops and ear drops should be supplied with a dropper.
6. When medication is given, the name, the dose, the mode of administration, the time of the dose and date of expiry should be checked.
7. Where any change of medication or dosage occurs, clear written instructions from the parent/guardian should be provided. If a pupil brings to school any medication for which consent has not been given, the staff of the school will refuse to keep it. In such circumstances the Deputy Head or designated member of staff should contact parent/guardian as soon as possible.
8. Renewal of medication which has passed its expiry date must be the responsibility of the parent/guardian. However, if the parent/guardian is unwilling to collect expired medication it will be taken to the local pharmacy. The medication must not be disposed of in any other way.
9. In all cases where, following the administration of medication, there are concerns regarding the reaction of the pupil, medical advice should be sought immediately.
10. Written records are kept of any medication which has been given to pupils.

If in doubt about any of the above procedures the member of staff should check with the parents/guardians or a health professional before taking further advice.

FIRST AID BOXES ARE KEPT AT THE FOLLOWING POINTS IN THE SCHOOL:

Location of First Aid Boxes	
All Labs	
Food Technology	
First Aid room in Main School, Kitchen	
DT Workshop	
SSO Office	
Gym	
A termly check on the location and contents of all first aid boxes will be made by:	The relevant department
Use of first aid materials and deficiencies should be reported to (also responsible for their replenishment) :	Lynn Caufield
The address and telephone number of the nearest medical centre/NHS GP is:	2 Bartholomew Rd, London NW5 2BX 020 7428 4555
The address and telephone number of the nearest hospital with accident and emergency facilities is:	The Royal Free Hospital 020 7794 0500

A record of all First Aid incidents is stored electronically on the shared drive.

ADMINISTRATION OF MEDICINES

The person responsible for dealing with the administration of medicine in accordance with the Supporting Pupils with Medical Needs in Schools document, including keeping records of parental permission, keeping medicines secure, keeping records or administration, and safely disposing of medicines which are no longer required is:	First: Lynn Caufield Deputy: Seonia Rose
School staff do not dispense medicines directly to pupils unless specifically trained for the purpose	
The persons responsible for undertaking and reviewing the healthcare plans of pupils with medical needs are:	Janet Pringle Kathia Derrar School Nurse
The person responsible for the supervision and storage where appropriate of asthma inhalers is:	Lynn Caufield

FIRST AID

The following employees are first aiders trained to First Aid at Work level – this is in excess of required provision

Name	Location/Extension	Date of Expiry of Certificate
Angelene Devine	Gym	13/06/2022
Simone Hamilton	Gym	11/10/2022
Jennifer Tani	Headteacher's office Ext 148	02/03/2023
Rider Coddington-Wiratunga	Kitchen Ext 124	02/11/2023
Lynn Caufield	Main Reception Ext 273	15/11/2022
Sarah Clark	Main Reception Ext 100	27/06/2024
Karen Chohan	Main Reception Ext 277	27/06/2024

Training to Emergency Aid for Schools level is provided in the form of periodic briefings to teachers

The names and extension numbers of current first aiders are displayed at the following points in the school:

- Main Reception
- Sixth Form
- Studio
- Camden Building
- Gym

Appendix One:

MODEL LETTER INVITING PARENTS TO CONTRIBUTE TO INDIVIDUAL HEALTHCARE PLAN DEVELOPMENT

Dear Parent/Carer

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an Individual Healthcare Plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual Healthcare Plans are developed in partnership between the school, parents, pupils and the relevant healthcare professionals who can advise on your daughter's case. The aim is to ensure that we know how to support your daughter effectively and to provide clarity about what needs to be done, when and by whom. Although Individual Healthcare Plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your daughter's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's Individual Healthcare Plan has been scheduled for I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve the following people..... Please let us know if you would like us to invite any other medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend it would be helpful if you could complete the attached Individual Healthcare Plan template and return it, together with any relevant evidence, for consideration at the meeting. I (or any other member of staff involved in plan development or pupil support) would be happy to be contacted by email or telephone if this would be helpful.

Yours sincerely

PARENTAL AGREEMENT FOR SETTING TO MANAGE MEDICINE

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can manage medicine

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

MEDICINE

Name/type of medicine (as described on the container)	
Expiry date	
Dosage and method	
Timing/frequency	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy/hospital

CONTACT DETAILS

Name	
Daytime telephone number	
Relationship to child	
Address	

I UNDERSTAND THAT I MUST DELIVER THE MEDICINE PERSONALLY TO (MEMBER OF STAFF)

PARENT SIGNATURE.....

INDIVIDUAL HEALTHCARE PLAN

Name of School/setting	
Name of Child	
Group/class/form	
Date of Birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

FAMILY CONTACT INFORMATION

Name	
Phone Number (work)	
Phone Number (home)	
Phone Number (mobile)	
Relationship to child	

CLINIC/HOSPITAL CONTACT

Name	
Phone Number	

G.P.

Name	
Phone Number	

Who is responsible for providing support in school:

PARENT/CARER CONSENT TO MANAGING AGREED HEALTHCARE PLAN

The above/attached information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff managing medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped

SIGNATURE..... DATE

Appendix Two:

RECORD OF MEDICINE GIVEN TO AN INDIVIDUAL PUPIL

Name of School/setting	
Name of Child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

STAFF SIGNATURE

SIGNATURE OF PARENT

Date		
Time given		
Dose given		
Name of member of staff		
Staff initials		

Date		
Time given		
Dose given		
Name of member of staff		
Staff initials		

Date		
Time given		
Dose given		
Name of member of staff		
Staff initials		

Date		
Time given		
Dose given		
Name of member of staff		
Staff initials		

RECORD OF MEDICINE GIVEN TO AN INDIVIDUAL PUPILcontinued

Date		
Time given		
Dose given		
Name of member of staff		
Staff initials		

Date		
Time given		
Dose given		
Name of member of staff		
Staff initials		

Date		
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Dose given		
Name of member of staff		
Staff initials		

Date		
Time given		
Dose given		
Name of member of staff		
Staff initials		

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 the information if asked:

1. Your telephone number
2. Your name
3. Your location as follows(name of school/setting)
4. State what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. Provide the exact location of the patient within the school/setting
6. Provide the child’s name and a brief description of their symptoms
7. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. Put a completed copy of this form by the phone

SIGNED