




<b>Policy</b>	<b>Supporting Pupils with Medical Needs In &amp; Out of School Policy 2022/23</b>
<b>Author/Person Responsible</b>	<i>Helen Porter Headteacher</i>
<b>Date of Ratification</b>	<i>29 November 2022</i>
<b>Review Group</b>	<i>Quality of Education KFPS</i>
<b>Ratification Group</b>	<i>FGB</i>
<b>Review Frequency</b>	<i>Annually</i>
<b>Review Date</b>	<i>November 2023</i>
<b>Previous Review Amendments/Notes</b>	
<b>Related Policies</b>	<b><i>Safeguarding and Child Protection Attendance SEN/D</i></b>
<b>Chair of Governors Signature</b>	



## Equality Impact Assessment (EIA) Part 1: EIA Screening

<b>Policies, Procedures or Practices:</b>	Supporting Pupils with Medical Needs	<b>DATE:</b>	Nov 2022
<b>EIA CARRIED OUT BY:</b>	H Porter	<b>EIA APPROVED BY:</b>	R Newman

### Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact
<b>Age</b> (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)		
<b>Disability</b> (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)		Reasonable adjustments support all children
<b>Gender reassignment</b> (transsexual)		
<b>Marriage and civil partnership</b>		
<b>Pregnancy and maternity</b>		
<b>Racial groups</b> (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)		
<b>Religion or belief</b> (practices of worship, religious or cultural observance, including non-belief)		
<b>Sex</b> (male, female)		
<b>Sexual orientation</b> (gay, lesbian, bisexual; actual or perceived)		

Any adverse impacts are explored in a Full Impact Assessment.



## **Distribution List**

- **Full Governing Body**

Ratification at Full Governing Body

- **Internal**

Kings' Forest School Web Site, Staff Meeting,

Stored on school office drive

- **Paper Copies**

Headteacher's office

- **Internet Copies**

Kings' Forest Primary School

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## EQUALITY STATEMENT

At Kings Forest Primary School we are committed to ensuring equality and opportunity to all members of our school community. In regard to safeguarding, the school always aims to ensure that no one is treated less favourably than anyone else. The Equality Act 2010 defines these responsibilities.

In regard to this, this Policy, including all of its procedures and systems will have due regard to:

Eliminating discrimination and other conduct prohibited by the Equality Act ;  
Advance equality of opportunity between people who share a protected characteristic and people who do not share it;  
Be aware of this duty to have due regard when making decisions or taking action in order to assess whether that action will have implications for people with protected characteristics;  
Consider equality implications before and at the time that this policy is developed and reviewed and keep these implications under review on a regular basis.

It is unlawful to discriminate in the following areas, termed protective characteristics. (all Safeguarding policies, procedures, systems and actions must take this into account):

- Age
- Disability
- Gender
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or Belief
- Sexual orientation

## POLICY STATEMENT

Kings Forest Primary School is an inclusive community that welcomes and supports pupils with medical conditions.

The school aims to provide all pupils with any medical condition the same opportunities as others at school. We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing once they leave school

The school makes sure all staff understand their duty of care to children and young people in the event of an emergency. Staff feel confident in knowing what to do in an emergency. The school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood. The school understands the importance of medication and care being taken as directed by healthcare professionals and parents. Staff understand the medical conditions that affect pupils at this school and receive training on the impact medical conditions can have on pupils.

### Individual Healthcare Plans

Parents are asked about their child's health conditions on the enrolment form which is completed via Arbor when their child joins the school. Parents are required to update their child's Arbor record throughout the year, with school prompting this annually.

The school uses an Individual Healthcare Plan to record important details about individual children's medical needs at school. This can include: triggers, signs, symptoms, medication and other treatments. For children with complex health needs, the school health nurse or specialist nurse (e.g. Lifetime Nurse) may be involved in writing the IHP. Parents are asked to fill out their child's IHP, together with healthcare professionals and school staff as appropriate. Completed forms are signed by parents. IHPs are displayed in staffroom and first aid room to allow for universal, easy access as well as in the child's class and electronically in pupil files.

The SENCo has responsibility for updating/requesting updated IHPs following up with parents as required. Parents should inform the school if their child's IHP needs updating, e.g. if there are any changes to symptoms, medication or treatments. At the start of the school year parents will be sent a reminder to check their child's IHP.

### Administration of medication

The school understands the importance of medication being taken as detailed in the pupil's IHP. All medication needing to be administered during the school day will be done at the school office except in the case of inhalers and Epi-Pens.



Where a pupil has a long-term, ongoing need for medication within the school day, this should be written in the IHP and a Request to Administer Medication form should be completed and signed by parents.

School staff are able to administer short-term medication (e.g. antibiotics, pain relief) where it is needed four or more times per day and has been prescribed by a doctor. A Request to Administer Medication form should be completed and signed by parents.

For medication where no specific training is necessary, any member of staff may administer medication to pupils in line with the administering policy.

For medication where training is necessary, the school will make sure that staff are trained to administer the medication and meet the care needs of an individual child. Training will be provided by the relevant health care professional. The school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies.

Two members of staff will be present when medication is administered. When administering medication for pain relief (where this is included on a pupil's IHP), school staff will check the maximum dosage and when the previous dose was given. Parents will be informed. Parents should inform the school in writing (e.g. in home/school diary), the time and dose of any medication they have given before school.

The school will not give a pupil aspirin unless prescribed by a doctor.

A record will be kept of each occasion an individual pupil is given or supervised taking medication. Details of the pupil's name, date, time and dose are recorded, and initialed by the supervising staff members. Parents should let the school know immediately if their child's needs change.

If a pupil refuses to take their medication, staff will record this and inform parents as soon as possible.

### Administration of medical techniques

Some pupils may require support with medical techniques (such as tube feeding, suctioning, blood testing, administration of oxygen) regularly throughout the school day or in an emergency. These needs will be detailed in the pupil's IHP.

In this event the school will make sure that relevant staff are trained to administer the medical techniques and meet the care needs of an individual child. Training will be

provided by the relevant health care professional. The school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies.

A record will be kept of staff training. Training will be updated every two years.

## **Storage of medication and medical equipment**

### Emergency medication

Emergency medication (e.g. asthma inhalers & Epi-Pens) is readily available to pupils who require it at all times during the school day or at off-site activities. During the school day it will be kept in a school drawstring bag, on a hook inside the classroom cupboard. It will be taken to PE lessons, outside during Fire Drills and to all off-site activities (e.g. swimming lessons, trips).

Emergency medication which needs to be administered by an adult will be kept in the same bag.

### Non-emergency medication

All non-emergency medication is kept in the school office in the locked First Aid cupboard. Where appropriate pupils with medical conditions know where their medication is stored and how to access it. Staff ensure that medication is only accessible to those for whom it is prescribed.

### Medication – general

School admin staff and the SENCo ensure the correct storage of medication in school. Any controlled drugs are kept in a locked cupboard and only named staff have access, even if pupils normally administer the medication themselves.

Parents are responsible for ensuring that medicines are replaced before their expiry date. All medication should be supplied and stored, wherever possible, in its original container. All medication should be labelled with the pupil's name, the name of the medication, the expiry date and the prescriber's instructions for administration, including dose and frequency.

Medication is stored in accordance with instructions, paying particular note to temperature. Some medication may need to be refrigerated. All refrigerated

medication is stored in an airtight container and is clearly labelled. The refrigerator used for the storage of medication is the school office.

All medication is sent home with pupils at the end of the school year. Medication is not stored in school during the summer holidays. It is parents' responsibility to ensure new and in-date medication comes into school on the first day of the new academic year.

### Safe disposal

Parents are asked to collect out-of-date medication.

School admin team alongside the SENCo check the date of medication and arrange for the disposal of any that have expired. This check is carried out three times a year and is documented. If parents do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.

Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from their child's GP or paediatrician on prescription. All sharps boxes in school are stored in the first aid room. The school does not have the facility for the disposal of full sharps boxes and these will be returned to parents for disposal.

## **The school environment**

At Kings Forest Primary School we ensure that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

### Social interactions

The school ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits (see below). Staff use opportunities such as PSHE and science lessons to raise awareness of medical conditions and to help promote a positive social environment.

### Exercise and physical activity

The school understands the importance of all pupils taking part in physical activity. Staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. Staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have





been advised to avoid or take special precautions with particular activities and of any potential triggers for a pupil's medical condition when exercising and how to minimise these. The school ensures that pupils have the appropriate medication/equipment/food with them during physical activity.

### Education and learning

The school makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided. All school staff understand that frequent absences or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. Pupils will not be penalised for their attendance if their absences relate to their medical condition. Teachers at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEND). School staff or parents will consult with the school's SEND Co-ordinator on this.

### School trips and residential visits

Risk assessments are carried out prior to any out-of-school visit and medical conditions are considered during this process. Factors considered will include:

- how all pupils will be able to access the activities proposed;
- how routine and emergency medication will be stored and administered;
- where help can be obtained in an emergency.

The school understands that there may be additional medication, equipment or other factors to consider when planning residential visits. The school will make sure that members of staff who are trained in meeting a pupil's medical needs accompany them on a residential visit. With parents' permission, medical information will be shared with staff at the residential centre. A meeting will be held with parents prior to the visit and the child's care and medication needs throughout the planned stay will be documented. Where necessary, additional training for school staff will be arranged.