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# **Supporting Children with Medical Needs**

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**NHS Walsall**  
In partnership with  
**Walsall Children's Services – Serco**

## Purpose

The purpose of this document is to provide a strategic framework and a process for the inclusion of greater numbers of children and young people with Special Educational Needs and Disabilities into our mainstream schools. A number of these will have medical needs that could be a potential barrier to their inclusion.

This guidance Policy sets out how these can be overcome. It provides a common format that will address the concerns of schools, staff and parents and will serve the best interests of all concerned.

## Useful contact numbers

Head of Medicines Management	☎ 01922 619907
Health & Safety Team, Walsall Children's Services – Serco	☎ 01922 686497
Local Authority – Infection Control	☎ 01922 650000
Public Health – Infection Control	☎ 01922 619972
Health Protection Unit	☎ 01562 756300

### School Nursing Contact Information (amended Sep 2012)

<b>West</b> – Bentley Health Centre, Churchill Road, Bentley, WS2 0AQ	☎ 01922 423559
<b>East</b> – St John's Medical Centre, High Street, Walsall Wood, WS9 9LP	☎ 01543 454117
<b>North</b> – Harden Health Centre, Harden Road, Walsall, WS3 1ET	☎ 01922 423322
<b>South</b> – Sai Medical Centre, Forrester Street, Walsall, WS2 9PL	☎ 01922 603815

## Introduction

### Principles

- The safety of all children and staff is paramount
- Medical needs are a potential barrier to accessing education and this barrier can be removed
- Working collaboratively across Health and Education is the most effective way of removing this barrier
- Clarity for all staff ensures safe working practices
- All actions are guided by legal framework
- A consistent approach is ensured through the implementation of a common policy across Walsall

### Strategic Objectives

- To remove those barriers to accessing education that relate to medical/health needs
- To make available a common policy across Walsall in support of all educational settings
- To clarify and agree respective health and education responsibilities
- To support development of policies that follow a legal framework and ensure regular review
- To secure a team of trained healthcare staff who are deployed across those settings where children and young people with complex medical needs are included.

### Minimum requirements

- There is a clear legal framework detailing corporate responsibility issues and providing legal protection for all staff
- There is a clear distinction between complex medical needs/procedures and simple medication needs
- There is a clarity regarding respective responsibilities (Health/Children's Services/Schools) across this distinction
- Training and support is provided by identified Health professionals with regard to administering medication
- **Health professionals take responsibility for meeting complex needs within education settings**
- There is an agreed system of resource/back up and monitoring

## Policy

### 1.0 Introduction - Legal position/protection and indemnity

The employer is responsible for the safety of both pupils and staff. Staff who volunteer to administer medicines to pupils must be trained and supported by trained health care professional. Staff administering medicines who have the benefit of insurance procured by the council will be covered by their Public Liability Insurance should any problems arise. Staff not employed by the council should be covered by their employer's Public Liability Insurance.

### 2.0 Respective responsibilities

#### 2.1 Health and Children's Services

2.11 **The Teaching PCT (tPCT)** at present has a statutory duty to secure services to meet local needs. Health professionals are available to give help, advice, guidance and training on administering medicines and to provide support to those children and young people requiring complex medical procedures.

2.12 **The Local Authority** has a duty to provide a policy for schools to ensure that children with medical needs are properly supported and to work closely with the tPCT to provide a model of good practice.

2.13 **Walsall Children's Services – Serco** undertake these duties on behalf of Walsall Council.

#### 2.2 School's Responsibility

Safe storage of equipment and disposal of medicines/equipment needs to be managed by Health and Education. All pupil medication will be returned to parents at the end of each term.

#### 2.3 Parents Responsibility

Parents have a duty to ensure all medications for their children are correctly labelled and removed from school when no longer needed. Medications needed long term should be renewed regularly to ensure they remain in date.

### 3.0 Authority Policy/School Policy

For those schools that choose to adopt it, this Policy will provide guidance and pro formas that have been agreed by all concerned, for use in schools.

Foundation schools should they choose to adopt the policy will need to clear the documentation with their own insurers.

The school's policy will ensure that all those involved in the medical care of children have a clear understanding of the school's policy and procedures.

There is no legal duty for school staff to administer medicines but those who do volunteer will be required to undertake training, and will be entitled to support and legal reassurance. An indemnity from the Council's Insurer will cover volunteers who undertake training and who are responsible for administering medicines whilst undertaking the duties of the Council, similarly volunteers not employed by the Council will be covered by their employer's insurance.

Whilst there is no requirement for any member of the schools staff to administer medication staff would need to consider the implications of not administering medication in individual circumstances, e.g., a child having a severe and acute allergic reaction.

#### **4.0 Short Term Medical Needs**

Many children will, at some time, in their school career experience short term medical needs. It is anticipated that the majority of these medicines will not need to be taken into school. However, support for when it is needed may help the pupil to re-enter school quicker than anticipated. A Healthcare Plan may not need to be completed; however a parental consent form/record of medication is required in every instance.

In cases of doubt or concern regarding a treatment requested by a parent/carer a member of the Schools Health Service should be contacted.

#### **5.0 Long Term Medical Conditions**

These may include Asthma, Diabetes, Epilepsy, Cystic Fibrosis, and ADHD.

The Health Care Professionals will need to formulate a written long term health care plan with the support of parents and School. The parents of the child will be expected to provide details of health professional involvement with their child, details of medication, responses to medication and adverse effects. It is expected that the School, the parents and Health Care professionals will work in partnership to promote the management of the child's condition.

The healthcare plan will need to be completed and will contain details of the child's condition, special requirements, medication, recording procedures, emergency procedures and the role of the school and health colleagues.

Schools have a primary duty of care and have a responsibility to assess the general suitability of all off-site provision for these children. This includes schools trips, college and work placements. Staff within the college and/or work placement will need to be aware of the health care plan and its implications.

#### **6.0 Complex Health Needs**

These may include children with Stoma, Tracheotomy, tube feeding, midazolam, intermittent catheterisation.

The Health Care Professionals will need to formulate a written long term health care plan with the support of parents and School. The parents of the child will be expected to provide details of health professional involvement with their child, details of

medication, responses to medication and adverse effects. It is expected that the School, the parents and Health Care professionals will work in partnership to promote the management of the child's condition.

The health care plan will contain details of the child's condition, special requirements, medication, recording procedures, emergency procedures and the role of the school and health colleagues.

Schools have primary duty of care and have a responsibility to assess the general suitability of all off-site provision for these children. This includes school trips, college and work placements. Staff within the college and/or work placement will need to be aware of the health care plan and its implications.

## **7.0 Training and Supervision**

The member of staff who volunteers to be trained to administer and/or supervise the administration of medicines will have a Staff Training Record (Form 7) signed by the trainer confirming that the training was given and that the trainee demonstrated competence during the training period. The volunteer will also be entitled to training packages: general awareness, specific procedures and applications which may be delivered individually or to groups as appropriate. The volunteer will also be entitled to adequate supervision.

## **8.0 Administering Medication**

Schools can choose either of the next two options:

- EITHER, no pupil should be given medication that has not been prescribed by a doctor.
- OR a pupil may be given non prescription medicine at the written request of parents and with the agreement of a volunteer member of staff.

In addition:

- Changes in medication would require a review of the Healthcare Plan or amendments to documentation as required.
- No pupil under the age of 16 should be given medication without their parent's consent.
- Pupils under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.
- Only staff who have been trained and certified as competent are able to administer medicines
- Some children, with parental permission and agreement of the school are able to self manage their own medicine. However, they still may need to be supervised and a record should be made of all medications taken.

## **9.0 Monitoring**

Monitoring and supervision of staff will be undertaken by the relevant healthcare professional.

## 10.0 Procedures

All medical information must be treated as confidential. The pupil and/or parent should agree with the school as to who has access to the information.

### 10.1 Good Practice

- Intimate or invasive treatment should be carried out with two adults present; preferably with one member of the same gender as the pupil.
- Only specifically trained staff will carry out these procedures but could be assisted by other members of staff.
- All procedures will have been advised by a Health Care Professional.
- Procedures will only be carried out as part of an agreed Healthcare Plan.

## 11.0 Paperwork

Form 1 Healthcare Plan for a Pupil with Medical Needs (this may not be required for short term medical needs)

Form 2 Parental Consent Form

Form 3 Record of Non-prescribed/Prescribed Medication Administered in school (Individual pupil)

Form 4 Record of Non-prescribed/Prescribed Medication Administered in School. (General/group)

Form 6 Request for the Pupil to Carry his/her Medication

Form 7 Staff Training Record

Form 8 Authorisation Form for Buccal Midazolam 10mg

Form 9 Emergency Planning

### Healthcare Plan for a Pupil with Medical Needs

**Name:** ..... **School:** .....

**DOB:** ..... **Year Group:** .....

**UPN No:** ..... **PEP Number:**.....

**NHS Number:** ..... **Class/Form:** .....

**Date of Plan:** ..... **Review Date:** .....

#### Contact Information

##### Contact 1

**Name:** .....

**Relationship:** .....

**☎ Home:** .....

**☎ Work:** .....

**☎ Mobile:** .....

##### Contact 2

**Name:** .....

**Relationship:**.....

**☎ Home:** .....

**☎ Work:** .....

**☎ Mobile:** .....

##### Hospital Contact:

**Name:** .....

**☎:** .....

##### GP:

**Name:** .....

**☎:** .....

##### Social Worker with Parental Responsibility:

**Name:** ..... **☎:** .....

##### Description of condition & details of individual symptoms:

.....

.....

.....

##### Daily care requirements:

.....

.....

.....



**Describe an emergency situation for the child and the action to take if this occurs:**

.....  
.....  
.....  
.....

**Follow up care:**

.....  
.....  
.....  
.....

**Who is responsible in an emergency?**

.....  
.....  
.....  
.....

Form completed by:

School: .....

Parent/Carer: .....

Health Worker: .....

Form copied to:

.....  
.....  
.....  
.....

**Parental Consent Form**

The school will not give your child medicine unless you complete and sign this form and the headteacher has agreed that school staff can administer the medication.

**Details of Pupil:**

Name: ..... School: .....  
 DOB: ..... Year Group: .....  
 GP Details: .....  
 UPN No: ..... PEP Number:.....  
 NHS Number: ..... Class/Form: .....  
 Address: .....  
 Condition or illness:.....

**Medication**

Name (type) of Medication: .....  
 For how long will your child take this medication? ..... Date dispensed: .....

**Full Directions for use:**

Dosage & Method: .....  
 Timing: .....  
 Special Precautions: .....  
 Side Effects: .....  
 Self Administration: .....  
 Procedure to take in an Emergency: .....

**Contact Details:**

Name: ..... Relationship to Pupil:.....  
 ☎ Home:..... ☎ Work: ..... ☎ Mobile: .....

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service that the school is not obliged to undertake. I agree to inform the school of details of any medication given to my child within the last 24 hours.

Signature: .....  
 Relationship to Pupil: ..... Date: .....

### Individual Pupil Form

### Record of Non Prescribed/Prescribed Medication Administered in School

Pupil's Name: ..... DOB: .....

Date	Time	Name of Medication	Dose Given	Any problems/reactions	Signed (staff)	Print Name	Witnessed by

**General/Group Form**

**Record of Non Prescribed/Prescribed Medication Administered in School**

Date	Time	Name of Medication	Dose Given	Any problems/reactions	Signed (staff)	Print Name	Witnessed by

**Record of Procedure Undertaken in School**

Pupil's Name: ..... DOB: .....

Staff Members Name(s): .....

Date	Time	Procedure undertaken and reason why?	Signature

**Request for Pupil to Carry his/her Medication**

Example form for parent/carer to complete if they wish their child to carry his/her own medication.

This form must be completed by parents/carers

Pupil's Name: ..... Class/Form: .....

Address: .....  
.....

GP: .....

Condition or illness: .....  
.....

Name of Medicine and dose: .....  
.....

Procedures to be taken in an Emergency: .....  
.....  
.....

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**Contact Information:**

Name: .....

Daytime telephone: .....

Relationship to child: .....

I would like my son/daughter to keep his/her medication on him/her for use as necessary.

Signed .....

Relationship to child: .....

Date: .....

### Administration of Medical Treatment

Name: .....

Job title: .....

Type of training received: .....

.....

.....

.....

Date training completed: .....

Training provided by: .....

.....

.....

.....

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I confirm that .....  
has received the training detailed above and during the training period demonstrated competency  
to carry out the necessary treatment.

Trainer's signature: .....

Date: .....

I confirm that I have received the training detailed above:

Signed: .....

Date: .....

Review date: .....

**Authorisation for the Administration of Buccal Midazolam**

**Midazolam buccal liquid 10mg/ml (Epistatus)**

I, the prescriber: ..... (Named consultant)

Of: ..... (Base & contact telephone no.)

Give permission for the administration of Midazolam buccal liquid 10mg/ml by education staff that have attended specific training on the administration of the above preparation form of Midazolam. For the emergency treatment of prolonged or serial seizures, according to the named child's individual care plan.

Name of Child: ..... DOB: .....

Home address:.....  
.....  
.....

School: .....

Prescribed Dose:..... (mg) Amount to be administered: ..... (mls)

Route: BUCCAL .....

To be given if seizure lasts longer than: .....(time/duration)

Or

Serial seizures lasting over: .....(time/duration)

A paramedic ambulance should be called for:

- At the beginning of the seizure\* **Or**
- If the seizure has not resolved after .....minutes\*

(\* please delete as appropriate)



**Emergency Planning**

Request for an Ambulance to:

Dial 999, ask for ambulance and be ready with the following information:	
1.	Your telephone number
2.	Give your location as follows [ <b>insert school address and postcode</b> ]
3.	State that the A-Z reference/postcode is:
4.	Give the exact location in the school [ <b>insert brief description</b> ]
5.	Give your name
6.	Give brief description of pupil's symptoms
7.	Inform Ambulance Control of the best entrance and state that the crew will be met and taken to

**Speak clearly and slowly and be ready to repeat information if asked.**