

# Thorpe Primary School



## Medical Policy

Thorpe Primary school welcomes and supports children and young people (CYP) with medical and health conditions. We aim to include all CYP with medical conditions in all school activities, including off site visits, differentiated as appropriate. We recognise that some medical conditions may be defined as disabilities and consequently come under the Equalities Act 2010

**In addition to this school policy we also use the more detailed DfE guidance on 'Supporting pupils at school with medical conditions'**

### **Planning ahead**

We have a responsibility to plan ahead for pupils with medical conditions who may enrol for our school in the future and we do this by:

- having some staff who have the duties of administering medicines and undertaking health care procedures written into their job descriptions.
- ensuring other staff are aware that they may volunteer to do these duties and that they also have responsibilities in emergency situations.
- having record keeping procedures in place for administering medication
- having storage facilities in place for medication.
- having identified a suitable area within school for undertaking health care procedures.
- having suitable toileting facilities for children which are clean, safe and pleasant to use.
- having flexible policies which take into account medical conditions e.g. we do not refuse access to the toilet at any time to any child with a medical condition that requires this.
- appointing a member of staff to be our Named Person for medical needs.

### **Emergencies**

We are aware that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

We have a procedure in place for dealing with emergencies and all staff know they have a duty to take swift action. The Headteacher / named person ensures that all staff feel confident in knowing what to do in an emergency. Details of how to call an ambulance are kept by the 'phone at the school office. This procedure is revisited termly at whole school staff briefing meetings.

If a child needs to be taken to hospital, an ambulance will be called and, if parents are not available, two members of staff will accompany and school will phone the parent/s to meet the ambulance at casualty. The members of staff will stay with the child until a parent arrives. Health professionals are responsible for any decisions on medical treatment in the absence of a parent.

Staff will not take a child to hospital in their own car unless it is an absolute necessity and if so, two members of staff will accompany the child.

### **First Aiders**

We have trained first aiders on site at all times throughout the school day who are aware of the most common serious medical conditions at this school. Training is refreshed every three years.

### **Procedure to be followed when school is notified that a child has a medical condition:**

1. Seek further information from parents and health professionals.
2. Determine whether an Individual Healthcare Plan or a risk assessment is required.
3. Arrange a meeting to develop the Individual health care plan.
4. Arrange any staff training.
5. Implement and monitor Individual Healthcare Plans.

### **Staff training**

Staff who support children with specific medical conditions must receive additional training from a registered health professional. Training requirements are determined via Individual Healthcare plans. The Head teacher / named person is responsible for ensuring staff are suitably trained by liaising with the relevant healthcare professional. Any member of staff who is trained but feels unable to carry out these duties competently ( for example due to having an injury/condition themselves or due to further training being required ) must report this as soon as possible to the Headteacher / named person who will make appropriate arrangements.

A training record is kept to ensure training is refreshed when appropriate. The Headteacher is involved in determining the competency of a member of staff in undertaking specific procedures.

Induction procedures for new staff ensure that they receive appropriate training as soon as possible.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training. In some cases written instructions from the parent or on the medication container dispensed by the pharmacist is sufficient and the Headteacher / named person will determine this.

### **Whole school staff awareness training**

We aim for all staff to receive basic awareness training in the following more common conditions:

- asthma
- epilepsy
- allergic reactions

This training is delivered by the school nurse/Health team.

This is supported by having information about these conditions located in prominent positions around school.

### **Staffing**

The Headteacher / SENDco/ named person is responsible for ensuring that all **relevant** staff will be made aware of a child's condition as soon as possible.

Any supply teachers / covering staff will be informed, as appropriate.

### **Administration of medication at school**

- We will only administer medication at school when it is essential to do so and where not to do so would be detrimental to a child's health.
- We will only accept medication that has been **prescribed** by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- We will only accept **non prescribed** medication if it is included in an Individual Healthcare Plan
- We will not give **Aspirin** to any child under 16 unless it is prescribed
- We only give medication when we have written parental permission to do so.
- Medication is stored either in the school office or staffroom fridge.
- Inhalers are kept in classrooms. These are taken out at playtimes.

### **Administration of medication - general**

- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a child taking medication unless they have been specifically contracted to do so or it is in their job description.
- For medication where no specific training is necessary, any member of staff may administer prescribed medication to pupils but only with a parent's written consent.
- Some medicines require staff to receive specific training on how to administer it from a registered health professional.

### **Pupils who can manage their own needs**

Some older pupils are able to manage as much of their own needs as is appropriate. The Headteacher /SENDco / named person will determine after discussion with parents whether a child is competent to manage their own medicine and procedures. Where a child has been recently diagnosed, or has an additional disability/condition e.g. visual impairment, we support them to gradually take on more of their own care, over time, as appropriate with the aim of them becoming as independent as possible. We aim for our pupils to feel confident in the support they receive from us to help them do this.

### **School Trips**

Staff organising our school trips ensure:

- They plan well in advance.
- They seek information about any medical / health care needs which may require management during a school trip. This is specifically relevant for residential visits when CYP may require medication / procedures that they would not normally require during the daytime.
- That any medication, equipment, health care plans are taken with them and kept appropriately during the trip.
- They do a risk assessment which includes how medical conditions will be managed in the trip. Staff are aware that some CYP may require an individual risk assessment due to the nature of their medical condition.

### **Safe storage – general**

- The relevant members of staff ensure the correct storage of medication at school.
- First aiders / named person ensures the expiry dates for all medication stored at school are checked and informs parents by letter in advance of the medication expiring.
- Some medications need to be refrigerated. These are stored in a clearly labelled airtight container in the fridge located in the staffroom. This area is inaccessible to unsupervised CYP.

### **Refusal**

If a child refuses to take their medication school staff will note this on the administration of medication record. Parent/s will be informed as soon as is reasonably possible so that they can make alternative arrangements.

### **Accepting Medicines**

- All medication brought into school is clearly labelled with the child's name, the name and dose of medication and the frequency of dose. It must be in the original, full packaging containing the accompanying information leaflet. Medicines should be passed from the parent to school office. A form is also completed by parents.

### **Safe disposal**

- Parents are asked to collect out of date medication.
- If parents do not collect out of date medication, it is taken to a local pharmacy for safe disposal.
- Disposal of medication is recorded on the administration of medication record.

## Record keeping

The following records are kept in school

Name of record	Location of record	Who completes it	Who quality assures it and how often
Administration of medication records	School Office	Administrator Relevant member of staff	HT & SENDco – every half term
Staff training log – including first aid			
School Medical register			

## Enrolment forms

We ask on our entry to school form if a child has any medical /health conditions. These are sent home annually to ensure details are up to date.

## Individual Healthcare Plans

- For CYP with more complex medical needs we use Individual Healthcare plans to record important details. Individual Healthcare plans are held in the school office in accordance with data protection. They are updated when and if there are significant changes and also annually reviewed with parents and health care professionals.
- Individual Healthcare Plans are shared on a need to know basis with staff who are directly involved with implementing them.
- The SENDco is responsible for ensuring any Individual healthcare plans are developed
- The SENDco is responsible for checking Individual Healthcare plans on a termly basis to ensure they are up to date and being implemented correctly.

## School Medical register

We keep a centralised register of pupils with medical needs. The administrator keeps the register up to date and the HT/SENDco regularly check it. Photos of children with medical conditions are kept in the staffroom and kitchen.

## Asthma

- School staff are aware that, although it is a relatively common condition, asthma can develop into a life threatening situation.
- We have a generic asthma plan in place in school which details how asthma attacks are managed. This plan is displayed in prominent locations in school.
- Pupils who have asthma will not have an Individual Healthcare Plan unless their condition is severe or complicated with further medical conditions.
- The Headteacher and Governing body have chosen not to keep emergency Salbutamol inhalers and spacers in school for use by pupils who have a diagnosis of asthma and whose parent/s have given us written permission for their child to use it.

## Working Together

A number of people and services may be involved with a child who has a medical condition e.g. parent/s, school nurse, paediatrician etc.

We seek and fully consider advice from everyone involved and from the Local Authority to assist us in our decisions around a child's medical needs.

We aim to maintain regular contact with our school nurse who may inform us of any child who has health conditions that we are not already aware of.

We work together to identify needs, identify training, draw up Individual Healthcare Plans, identify staff competency in procedures etc. However the Headteacher and Governing body take overall responsibility for ensuring a child's needs are met in school.

We work together to ensure our policy is planned, implemented and maintained successfully.

### **Headteacher**

The Headteacher holds overall responsibility for the following but may delegate some of the responsibilities to a named person:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- Liaise between interested parties including the child, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurse, parents and governors.
- Ensure the policy is put into action, with good communication of the policy to all.
- Ensure every aspect of the policy is maintained.
- Ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using Individual Healthcare plans.
- Ensure child confidentiality.
- Assess the training and development needs of staff and arrange for them to be met.
- Provide/arrange provision of regular training for school staff in managing the most common medical conditions in school.
- Ensure all supply staff and new teachers know and implement the medical conditions policy.
- Update the medical policy every two years according to review recommendations and recent local and national guidance and legislation.
- Ensure absences due to medical needs are monitored and alternative arrangements for continuing education are in place.
- Ensure Individual Healthcare plans are completed and reviewed annually.
- Check medication held in school ( frequency ) for expiry dates and dispose of accordingly
- Inform parents when supply of medicine needs replenishing / disposing
- Quality assure record keeping
- Work together to quality assure staff competency in specific procedures
- Regularly remind staff of the school medical policy and procedures

### **School staff**

All staff have a responsibility to :

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Understand and implement the medical policy.
- Know which children in their care have a medical condition.
- Allow all children to have immediate access to their emergency medication.
- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Ensure medication is taken when go on a school trip or out of the classroom e.g. to PE
- Be aware of children with medical conditions who may be experiencing bullying or need extra social support.
- Ensure all children with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure children have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

**Teaching staff** at this school have a responsibility to:

- Ensure pupils who have been unwell catch up on missed school work.
- Be aware that medical conditions can affect a child's learning and provide extra help when needed.
- Liaise with parents, healthcare professionals and special educational needs co-ordinator if a child is falling behind with their work because of their condition.

**First aiders** at this school have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school.
- When necessary ensure that an ambulance or other professional medical help is called.
- Check the contents of first aid kits and replenish as necessary

**Special educational needs co-ordinator (SENDco)** has a responsibility to:

- Help update the school's medical condition policy.
- Know which children have a medical condition and which have special educational needs because of their condition.
- Ensure that individual health care plans are in place where necessary.
- Ensure teachers make the necessary arrangements if a child needs special consideration or access arrangements in exams or coursework.

**Pupils** have a responsibility to:

- Treat other children with and without a medical condition equally.
- Tell their parents, teacher or nearest staff member when they are not feeling well.
- Treat all medication with respect.
- Know how to gain access to their medication (includes emergency medication)
- Ensure a member of staff is called in an emergency situation

**Parents** are expected to support their child by:

- Telling school if their child has / develops a medical condition
- Immediately informing (the school office) in writing if there are any changes to their child's condition or medication.
- Ensuring that they/ their emergency representative is contactable at all times.
- Administering medication out of school hours wherever possible
- Undertaking health care procedures out of school hours wherever possible
- Ensuring they supply school with correctly labelled, in date medication.
- Contributing to the writing of individual health care plans / intimate personal care plans as appropriate
- Completing the necessary paperwork e.g. request for administration of prescribed medication
- Collecting any out of date or unused medicine from school for disposal
- Keeping their child at home if they are not well enough to attend school / infectious to other people
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.

Parents who do not provide this support should be aware that we may not be able to fully support their child's medical condition in school.

**School procedure to be followed on being notified of a child's medical condition;**

Notification of a child's medical condition may come via a number of routes e.g. by parents, school nurse, admission forms etc.

Whatever the route school must be informed as soon as possible.

School will then:

- Seek further information about the condition
- Determine with the support of parents and relevant health professional whether an Individual Healthcare Plan is required
- Identify any medication / health care procedures needed
- Identify any aspects of a child's care they can manage themselves
- Identify which staff will be involved in supporting the child
- Identify what, if any, training is needed, who will provide this and when
- Identify which staff need to know the details of the child's medical condition and inform them as appropriate
- Ensure parent/s written permission is received for any administration of medication

### **Unacceptable Practice**

School staff use their discretion about individual cases and refer to a child's Individual Healthcare Plan, where they have one, however; it is not generally acceptable to:

- Prevent child from accessing their inhalers or other medication
- Assume every child with the same condition requires the same treatment
- Ignore the views of the child and their parents
- Ignore medical evidence or opinion although this may be challenged
- Send a child with medical conditions home frequently or prevent them from staying for normal school activities e.g. lunch unless it is specified in the Individual Healthcare Plan
- Send an ill child to the school office or first aid room without a suitable person to accompany them
- Penalise children for their attendance record if their absences relate to their medical condition e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet breaks whenever they need in order to manage their medical condition
- Require parents, or otherwise make them feel obliged to come into school to provide medical support to their child, including toileting issues and manual handling issues
- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips.

### **Data Protection**

We will only share information about a child's medical condition with those staff who have a role to play in supporting that child's needs. In some cases e.g. allergic reactions it may be appropriate for the whole school to be aware of the needs. In other cases e.g. toileting issues, only certain staff involved need to be aware. We will ensure we have written parental permission to share any medical information.

### **School environment**

We will ensure that we make reasonable adjustments to be favourable to children with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

### **Physical Environment**

We have an accessibility plan which outlines how we aim to develop our facilities and staffing to meet potential future health care needs e.g. improved physical access, improved toilet facilities.

### **Education and learning**

We ensure that CYP with medical conditions can participate as fully as possible in all aspects of the curriculum and ensure appropriate adjustments and extra support are provided.

Teachers and support staff are made aware of children in their care who have been advised to avoid or take special precautions with particular activities.

We ensure teachers and PE staff are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

Staff are aware of the potential for children with medical conditions to have special educational needs (SEN). The school's SENDco consults parents and relevant healthcare professional to ensure the effect of the child's condition on their schoolwork is properly considered

### **Complaints**

For details on how to make a complaint around medical issues in school please follow our school complaints procedure which is available on our website.

### **Dignity and Privacy**

At all times we aim to respect the dignity and privacy of all children with medical conditions and we do this by only sharing information with those who have a role in directly supporting the child's needs. We are considerate when giving / supervising medication / managing health care needs.

### **Distribution of the school medical policy**

**Parents** are informed about this school medical policy:

- Via the school's website, where it is available all year round

**School staff** are informed and reminded about this policy

- At scheduled medical conditions training / school training days
- whole school staff meetings

**The Governing body will review this policy every two years.**

Reviewed September 2016

Next review due: September 2018