



SUPPORTING PUPILS WITH MEDICAL NEEDS POLICY

Date: November 2018

Agreed by Governors: January 2019

Review date: January 2022

Definition

Pupil's medical needs may be broadly summarised as being of two types:

- a) Short term: affecting their participation in school activities whilst on a course of medication
- b) Long term: potentially limiting their access to education and requiring extra care and support

Ethos

Schools have a responsibility for the health and safety of pupils whilst in their care. This may mean making special arrangements for particular pupils so that they can access their full and equal entitlement to all aspects of the curriculum and school life. In this case, individual procedures may be required.

The Governors and Leaders at Park Hill Primary School are responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions (long or short term) may need. Pupils with medical conditions have the same right of admission as other children and cannot be refused admission on medical grounds alone. However, the school has the right to refuse admittance to a child with an infectious disease where there may be a risk posed to others or the health of the child involved.

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school with all relevant information needed for proficient care to be given to the child. The school takes advice and guidance from a range of sources, including the school nurse, healthcare professionals and the child's GP.

Our Aims

- To support pupils with medical conditions so that they have full access to education, including physical education and educational visits
- To ensure that school staff involved with the care of children with medical needs are fully informed and adequately trained by a professional in order to administer medication eg diabetic insulin
- To write healthcare plans, in association with healthcare professionals, when necessary
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support
- To keep, monitor and review appropriate records

Unacceptable Practice

Whilst school staff will use their professional discretion in supporting individual pupils, it is unacceptable to:

- Prevent children from accessing their medication
- Assume every child with the same condition requires the same treatment
- Ignore the views of the child or parent and/or ignore medical advice
- Prevent children with medical conditions accessing the full curriculum, unless specified in their healthcare plan or by parents, including attending school trips
- Prevent children from eating, drinking or taking toilet breaks where this is related to their medical condition
- Penalise children for their attendance record if their absences are related to their medical condition eg. medical appointments
- Send children with medical conditions home frequently or prevent them from staying for normal school activities

- Send the child to the school office unaccompanied if they become ill during the school day. A sick child should always be accompanied by a member of staff.

Entitlement

Park Hill Primary School provides full access to the curriculum for every child wherever possible. We believe that pupils with medical needs have equal entitlement and must receive necessary care and support so they can take advantage of this. However, we also recognise that employees have rights in relation to supporting pupils with medical needs, as follows:

Employees should:

- Choose whether or not they wish to be involved
- Receive appropriate training
- Work to clear guidelines
- Bring to the attention of Senior Leadership any concern or matter relating to the support of pupils with medical conditions.
- Be appropriately insured to support pupils with medical needs (staff are covered under Public Liability Insurance only when the necessary consent forms are signed by the parent)

Expectations

It is expected that:

- Parents will inform school of any medical condition that affects their child
- Parents will supply school with appropriately prescribed medication, where the child's name, the dosage information and regime is clearly printed by a pharmacy on the container, and the date is relevant to the current illness.
- Parents will ensure that medicines given in school are in date and clearly labelled
- Medical professionals involved in the care of children with medical needs will fully inform staff beforehand of the child's condition, its management and implications for the school life of that individual
- School staff will liaise with healthcare professionals and services as necessary, in order to get the most up to date advice and training in the best interests of the pupil
- Transitional arrangements between schools will be completed in such a way that Park Hill Primary School staff will ensure full disclosure of relevant medical information, healthcare plans and support in good time for the child's receiving school to adequately prepare
- Individual healthcare plans will be written, monitored and reviewed annually and will include the views and wishes of the child and parent in addition to the advice of medical professionals. If a child also has additional needs (learning) this should be clearly mentioned on the care plan.

PROCEDURES

Information

Children with serious medical conditions will have their photo and brief description of condition, along with other necessary information, in the staffroom. Class teachers should also have a copy of this information which should be shared with supply teachers in the event of a staff absence. It is the class teachers responsibility to ensure that if the child attends before and after school clubs they have this information too.

Children with medical conditions which may require emergency attention, e.g diabetes/ epilepsy, will have an individual healthcare plan- all adults involved with the child will have their attention drawn to this information.

A file containing all up to date, individual healthcare plans is kept in the Deputies Office and managed by the Deputy Headteacher – Tracey Bailey

All other medical conditions will be noted from SIMS records and this information will be provided to class teachers annually.

In an emergency

In an emergency, **two** of the school's First Aiders, Mrs Melanie Mould, Mrs Tracey Bailey, Mrs Sam Adams, Mrs Allison McKinnell, Mrs Claire Barrett, Miss Lorraine Tatham, Mrs Karen Hussain or Mrs Helen McDonald, will be asked to attend.

If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred
- Give details regarding the child's date of birth, address, parents names and any known medical conditions (healthcare plans should be shared with paramedics where a child has known medical conditions)
- Children will be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose. Parents must always be called in a medical emergency but do not need to be present for a child to be taken to hospital.

Administration of Medicines

Prescribed Medicines will be administered during the school day only if a written, signed permission form is completed by parents clearly stating the times and dosage. Prescribed Medicines must be in their original container as dispensed by the pharmacy, labelled with the child's name and d.o.b, be in date, and include instructions for administration, dosage and storage.

First aiders will be responsible for administering medicine in the first instance; named office staff may administer medicine if a first aider cannot be found, and children should be brought to the office for medication by an adult.

Medicines will also be administered during educational visits. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for the safe storage and administration of medicines during the visit.

Before administering any medicines, staff must check that the medicine belongs to the child, must check the dosage they are giving is correct and that the written permission has been given and is in date. Any child who refuses to take their medicine will not be forced to do so- parents will be informed about a missed dosage. All doses administered will be recorded in the Administration of Medicines Folder (located in the school office). Children self-administering asthma inhalers do not need to be recorded. Any side effects of the medication should be noted.

A child under 16 should never be given medicine containing aspirin/ibuprofen unless prescribed by a doctor.

Prescribed medication for pain relief should never be administered without checking maximum dosages and when the previous dose was taken. Parents should always be contacted in this instance.

Pain relief medication such as Calpol, Piriton, Optrex will not be given by school staff unless prescribed by a doctor. If parents wish their child to be given this during the school day then they must arrange to administer it themselves.

All medicines will be stored safely. Medicines needing refrigeration will be kept in the fridge in the office. Other medicines will be kept in a locked medicine cabinet in the office/ stock cupboard or, in the case of inhalers, in the classroom for ease of access. Y5/6 children keep their own inhalers All medicines should be clearly labelled.

All inhalers should be labelled with the child's name. All children with inhalers must take them on educational visits, however short in duration.

When no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

It is the parents responsibility to also inform the child's class teacher if they have handed medicine in at the school office, so that the class teacher can remind the child to take it, but also watch out for any side effects that may occur.

Allergy sufferers: Cetirizine (Piriton) may be given to nut allergy sufferers if a slight tingling of the lips occurs after ingestion of possible irritants. This is a liquid medicine stored with the epi-pen in the first aid cupboard in the stockroom. If symptoms are more severe, the epi-pen should be given immediately. KS1 epipens are kept in the

child's classroom. Epi-pens for KS2 are kept in the first aid cupboard in the stockroom. Any trained member of staff can administer an epi-pen in an emergency. The pen should be pushed against the child's thigh, through clothing if necessary. The pen should be held for a count of ten seconds before being withdrawn. An ambulance must be called for a child who has been treated with an epi-pen. Parents should also be contacted straightaway.

Complaints

Should parents be unhappy with any aspect of their child's care at Park Hill Primary School, they must discuss their concerns with the school. This will be with the child's class teacher in the first instance, with whom any issues should be managed.

If this does not solve the problem or allay concern, the problem should then be taken to a member of the leadership team who will then bring concerns to the attention of the Head-teacher. In the unlikely event of this not resolving the issue then the formal complaints procedure should be followed.

Trained Staff/ Training

School First Aider: Melanie Mould, Allison McKinnell, Claire Barrett, Lorraine Tatham, Tracey Bailey, Karen Hussain, Helen McDonald, Sam Adams Mandeep Mann

Named people for the administration of medicines:

Bernie Fannon- Office Staff

Nikki Potter – Office staff

Paula Ralph – School Business Manager

Any of the named first aiders

School Nurse: Mary Hernon / Contact no: Tile Hill Health Centre 01926-495321

The following training is carried out annually for all teaching and support staff (led by the School Nurse):

- Dealing with Epilepsy
- Severe Allergies Using an Epi-pen
- Supporting Pupils with Asthma
- Diabetes training – for staff in the year group applicable

Appropriate healthcare professionals are actively invited into school to talk to all staff about the needs of individual children with medical conditions, alongside the child's parents.

Appendix:

- Process for developing Healthcare Plans
- Healthcare Plan Template for a child with specific medical needs
- Healthcare Plan Template for a child with a severe allergy
- Asthma Care Plan Template
- Parental Agreement for School to Administer Medicine Template
- Record of Medicine Administered to All Children
- Staff Training Record
- Contacting Emergency Services School Information
- Letter for parents re: Individual Health Care Plans