

Thackley Primary School
Supporting Pupils with Medical Conditions Policy
January 2018



Aim

The ultimate aim of this policy and scheme is to provide a caring, friendly and safe environment for all of our pupils so they can learn in a calm and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Thackley Primary School. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

Introduction

Most children at some time have a medical condition, which could affect their participation in school activities. This may be a short term situation or a long term medical condition which, if not properly managed, could limit their access to education. The Governors and staff of Thackley Primary School wish to ensure that children with medical needs receive care and support in our school. We firmly believe children should not be denied access to a broad and balanced curriculum simply because they are on medication or need medical support, nor should they be denied access to school or other activities

Roles and Responsibility

The role of the Head Teacher and Governors

The ultimate responsibility for the management of this policy lies with the Head Teacher, Deputy Head Teacher (when Head Teacher unavailable) and Governors.

The role of the SENCO

- The SENCO will manage the policy on a day-to-day basis and ensure all procedures and protocols are maintained.
- The SENCO will work with the administration team to ensure accurate and up to date records are kept for children with medical needs.

The role of Staff

- The Senior First Aider will ensure accurate and up to date records are kept for children with medical needs.
- First Aiders will ensure their first aid certificate is kept up to date and arrange training when necessary.
- All First Aiders to support staff and children when needed.

Staff 'Duty of Care'

Anyone caring for children, including teachers and other school staff has a common law duty of care to act like any reasonable parent/carer. This duty extends to staff leading activities taking place off site, such as visits, outings or field trips and may extend to taking action in an emergency.

Teachers/child care practitioners who have children with medical needs in their care should understand the nature of the condition, and when and where the child may need extra attention. All staff (teaching and non-teaching) should be aware of the likelihood of an emergency arising and be aware of the protocols and procedures for specific children in the school through attending training provided and reading individual health plans devised for individual children. Thackley Primary School will work in partnership with outside agencies to ensure that the needs of children with medical needs are met effectively.

The role of Parent/Carers

Parents/carers have prime responsibility for their child's health and should provide the school with up to date information about their child's medical conditions, treatment and/or any special care needed.

If their child has a more complex medical condition, they should work with the school, SENCO, senior first aider/other health professionals to develop an individual healthcare plan which will include an agreement on the role of the school in managing any medical needs and potential emergencies.

It is the parent/carers responsibility to make sure that their child is well enough to attend school.

Identification

Upon entry to the school, parent/carers will be asked to complete admission forms requesting medical information. Throughout the year we request through our newsletter that parents keep us up to date with any changes in medical information. We also annually send out data sheets for parents/carers to check and amend to ensure all our records are up to date. In the case of a new diagnosis or children moving into school mid- term, the SENCO /first aiders at Thackley Primary School will ensure procedures are in place as soon as possible.

Individual Health Care Plans (IHCP)

The main purpose of an IHCP is to identify the level of support that is needed at the school for an individual child. The IHCP clarifies for staff, parents/carers and the child, the help the school can provide and receive. These plans will be reviewed regularly by the SENCO/senior first aider

An IHCP will include:

- details of the child's condition
- what constitutes an emergency
- what action to take in an emergency
- what not to do in the event of an emergency
- who to contact in an emergency
- the role the staff can play
- special requirements e.g. dietary needs, pre-activity precautions
- any side effects of medicines

A copy will be given to parents/carers, class teachers/childcare practitioners and a copy will be retained in the medical needs file in the office and the child's individual file. Where the child is returning to school following period of hospital education or alternative provision, school will work with outside agencies to ensure individual healthcare plan identifies the support needed. The general medical information file given to all staff will indicate that the child has an IHCP.

Communicating Needs

A medical file containing class/childcare lists together with an outline of any medical condition and actions to be taken is available to all teaching and non-teaching staff (including Lunchtime Supervisors and Activity Leaders).

Individual Health Care Plans for children are kept in the classroom/childcare rooms where they are accessible to all staff involved in caring for the child. A copy is also kept in the office. In case of staff absence/supply teachers SENCO to ensure procedures are followed.

First Aid

We have a number of school staff who are trained 'first-aiders' and in the event of illness or accident will provide appropriate first aid. In the event of a more serious accident, we will contact the parent/carer as soon as possible. If hospital treatment is required and a parent/carer is not available, 2 members of staff will take the child to hospital and stay with the child until the parent/carer arrives. If the child is required to travel in an ambulance a member of staff will accompany the child in the ambulance if their parent/carer is unavailable.

We will endeavour to inform parent/carers, if their child has had an accident and received first aid attention. Details of accidents/incidents are recorded in the Accident File together with any treatment provided. Any head injury is also followed up by a phone call to the parent/carer.

Physical Activity

We recognise that most children with medical needs can participate in physical activities and extra-curricular sport. Any restrictions in a child's ability to participate in PE or specific physical activities should be recorded in their IHCP. All staff should be aware of issues of privacy and dignity for children with particular needs.

School Visits

When preparing risk assessments staff will consider any reasonable adjustments they might make to enable a child with medical needs to participate fully and safely on visits. Children and medications are named on visit risk assessments forms.

Sometimes additional safety measures may need to be taken for outside visits and it may be that an additional staff member, a parent/carer or other volunteer might be needed to accompany a particular child. Arrangements for taking any medicines will need to be planned or as part of the risk assessment and visit planning process. A copy of IHCP should be taken on trips and visits in the event of information being needed in an emergency.

Residential Visits

Parent/carers of children participating in residential visits will need to complete a consent form giving details of all medical/dietary needs. Administration of medicine forms need to be completed prior to the day of departure and all medication which needs to be administered during the course of the visit should be handed directly to the group leader before leaving the school at the start of the visit.

Administration of Medicines

Only essentially prescribed medication should be administered during school hours. The school will invite parents/carers into school to administer medicine.

In the event of regular medication being required the Executive Headteacher or Head of School will accept responsibility for members of school staff giving or supervising children taking prescribed medication during the school day, where those members of staff have volunteered to do so and have agreed to adhere to this policy and received appropriate training where necessary.

Prescribed medication provided in its original pharmacy labelled container can only be administered to children where parents/carers provide such medication to the school and parents/carers must specifically request in person that the school administers it.

Medication will not be accepted without a completed Administration of Medicines Consent Form with clear instructions as to administration.

The Executive Headteacher or Head of School will consider in each case, the nature of the medication to be administered, any potential risks and all other relevant information before deciding whether in any particular case medicine can be administered in. Where there is concern about whether the school can meet a child's needs the Executive Headteacher or Head of School should seek advice from the School Nurse, the child's GP or other medical adviser. Once agreed a letter of confirmation will be sent to the parent/carer.

Each item of prescribed medication must have the pharmacy label still attached with the following information:

- Child's name
- Child's date of birth
- Name of Medication
- Dosage
- Frequency of dosage
- Date of dispensing
- Storage requirements (if necessary)
- Expiry date

Where appropriate, children will be encouraged to self-administer their own medication under staff supervision. Parent/carers will be asked to confirm in writing their consent to this. In deciding whether to permit this the Executive Headteacher or Head of School will take into account the nature of the medication, the age of the child and the safety of other children.

Staff who volunteer to assist in the administration of medication must receive appropriate training/guidance identified by the Executive Headteacher or Head of School in liaison with health professionals.

The Executive Headteacher or Head of School or his/her representative will seek the advice of healthcare professionals on the type of training required for each authorised member of staff and what types of medication that training covers. Unless otherwise indicated on the storage instructions, all medication to be administered will be kept in a safe place.

The School member of staff administering or supervising the medication must record details of each occasion when medicine is administered to a child.

If children refuse to take medication, the staff should not force them to do so. The School should inform the child's parent/carer as a matter of urgency, and may need to call the emergency services.

Parent/carers will be advised that it is their responsibility to notify the school of any changes to a child's medication. Parents/carers should also inform the school of any other circumstances that may affect the administration of medication or of the child's reaction to the medication.

Anaphylaxis, Asthma, Diabetes, Eczema and Epilepsy

The School recognises that these are common conditions affecting many children and young people, and welcomes all children with these conditions.

The School believes that every child has a right to participate fully in the curriculum and life of the school, including all outdoor activities and residential trips. The school ensures that all staff in the school has a good understanding of these conditions, through relevant training and do not discriminate against any child who is affected.

Asthma medicines

Immediate access to reliever medicines is essential. Reliever inhalers (blue) are kept in children's classroom, with a clearly marked name label. Parents/carers are asked to ensure that all reliever inhalers are labelled with a chemist dispensing label

containing the child's name. It is the parent/carers responsibility to ensure that the inhalers are in date and replaced regularly. Children are encouraged, wherever possible, to administer their own inhaler with adult supervision.

PE, games & activities, including afterschool clubs

Taking part in sports, games, activities and clubs is an essential part of school life for all pupils. Staff are aware of which children have asthma from the school medical register. Children with asthma are encouraged to participate fully in all PE lessons. Staff will remind children whose asthma is triggered by exercise, to take their reliever inhaler before the lesson and to thoroughly warm up and down before and after the lesson. Staff follow the same principles as described above for games, activities and clubs involving physical activity. Staff need to be aware of the potential triggers for children with asthma when exercising, tips to minimise these triggers and what to do in the event of an asthma attack.

The School environment

The School does all that it can to ensure that Thackley Primary School environment is favourable to pupils with asthma. The school has a no-smoking policy. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma. If however particular fumes do trigger their asthma, children are removed from the classroom by an adult.

Asthma attacks

IN THE EVENT OF A CHILD HAVING AN ASTHMA ATTACK

Stay calm and reassure the child

Encourage the child to breathe slowly

Ensure that any tight clothing is loosened

Help the child to take their spacer device/ reliever (blue) inhaler

Usually 2-4 puffs are enough to bring the symptoms of a mild attack under control. This medication is very safe; do not be afraid to give more if it is needed

Inform and seek assistance from First Aider on site

ALWAYS CALL FOR AN AMBULANCE IF ANY OF THE FOLLOWING OCCUR

There is no significant improvement in 5 – 10 minutes

The child is distressed and gasping or struggling to breath

The child has difficulty in speaking more than a few words at a time

The child is pale, sweaty and may be blue around the lips

The child is showing signs of fatigue or exhaustion

The child is exhibiting a reduced level of consciousness

WHILST THE AMBULANCE IS ON ITS WAY

The child should continue to take puffs of their Reliever (blue) inhaler until the symptoms improve

If the child has a spacer device and reliever (blue) inhaler available give up to ten puffs, one puff every minute (shaking the inhaler between each puff)

If the child's condition is not improving and the ambulance has not arrived, repeat the process in the previous bullet point

Contact the parents/carers, once the emergency situation is under control and the ambulance has been called

Diabetes

We recognise that Diabetes should not be taken lightly because it is a very serious condition, and could result in a Hypoglycaemia attack (Hypo) where blood sugar level become too low, or a Hyperglycaemia attack (Hyper) where blood sugar levels become too high. Prompt medical attention will then be required to rectify the chemical and sugar imbalance in the blood. Children who are diabetic need supervision and careful monitoring so that staff are aware of any changes in the child and are able to take immediate action if they should need to.

All children with Diabetes in school have their own IHCP and their details are recorded in the Medical File.

Type 1 Diabetes

Each child with diabetes has an emergency box labelled with their name and photograph and containing any relevant equipment required to control a hypo or hyper attack. Each child will have their own IHCP and will need supervision and careful monitoring.

Where insulin needs to be injected, two trained first aiders will administer insulin after calculating how much to give. Regular checks take place during the day to monitor the blood sugar levels of these children and action is taken as needed.

Eczema

We are aware that active (acute) eczema causes constant itching and can mean sleepless nights and daytime drowsiness. We recognise that children who suffer with eczema may need the support of school staff to help them deal with this condition.

Epilepsy Seizures

IN THE EVENT OF A CHILD HAVING AN EPILEPTIC SEIZURE

Stay calm

If the child is convulsing then put something soft under their head

Protect the child from injury (remove harmful objects from nearby)

NEVER try and put anything in their mouth or between their teeth

Try and time how long the seizure lasts – if it lasts longer than usual for that child or continues for more than five minutes then call medical assistance

When the child finishes their seizure stay with them and reassure them

Do not give them food or drink until they have fully recovered from the seizure

Parent to be informed

Infectious Diseases

Information concerning the control of infectious diseases can be found on CBMDC Health and Safety website

www.bradford.gov.uk/scsafety (SOS lookout) that in conjunction with the Health Protection Agency www.hpa.org.uk provide information on the control of infectious diseases. Thackley Primary School and Children's Centre will not put any child at unnecessary risk; therefore will not accept a child in school at times where it would be detrimental to the health of that child or others to do so.

Staff training

The School is responsible for ensuring that staff follow this policy and have appropriate training to support children with medical needs.

Confidentiality

Staff must always treat medical information confidentially. Agreement should be reached between parent/carers and the school about whom else should have access to records and other information about a child and this will be detailed in their Individual Healthcare Plan.

If information is withheld from staff, they will not generally be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

Other agencies

The school nurse, or other specialist bodies may be able to provide additional background information for school staff. Any requests or referral to these services will only be made with parental consent.

Complaints

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If the matter is not resolved they may make a formal complaint via the school's complaints procedure.

Monitoring and evaluation

Staff and Governors will review this policy on a regular basis.

Drafted	Ratified by Governing Body	Planned date of review
19/10/2017		January 2020

	Print name	Signature	Date
Executive Headteacher			
Head of School			
On behalf of Governing Body			

Administration of Medicines Consent Form

The school will not give your child any medication unless you complete and sign this request form and the Executive Headteacher and Head of School has confirmed that school staff have agreed to administer the medication and, where necessary have received appropriate training.

DETAILS OF PUPIL

Surname	Forename(s)
Address	M/F
	DATE OF BIRTH
	CLASS/FORM
Condition or Illness	
Medication	
Name/type of medication (as described on container)	
For how long will your child take this medication?	
Date dispensed	Expiry Date

FULL DIRECTIONS FOR USE

Dosage and amount (as per instructions on container)
Method
Timing
Special storage instructions (explain if medicine should remain in school or return home daily)
Special precautions
Side effects
Self administration
Action to be taken if pupil refuses to take the medication
Procedures to take in an emergency

CONTACT DETAILS

Name		
Daytime Telephone No		
Relationship to Pupil		
Address		
<p>- I understand that I must deliver the medication personally to the School Office and I request that authorised staff administer the above medication to my child. I accept that this is a service which the school is not obliged to undertake.</p> <p>- I consent to medical information concerning my child's health to be shared with other school staff and/or health professionals to the extent necessary to safeguard his/her health and welfare.</p> <p>- I confirm that the medication has been prescribed by a doctor/consultant and that this information has been provided in consultation with my child's doctor/consultant.</p>		
Signature		Date
FULL NAME OF PARENT/CARER (IN CAPITALS)		

Each item of medication must be delivered in its original container and must be clearly labelled with the following information: pupil's name, name of medication, dosage, frequency of dosage, date of dispensing, storage requirements (if necessary) and expiry date.

EIPEN / DIABETIC OF MEDICATION FORM

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